

POSITION TITLE: Clinic Director

REPORTS TO: Academic Dean and Chief Operating Officer

SUPERVISED BY: Academic Dean

JOB SUMMARY:

The Director of Clinical Education is directly responsible for directing the clinical training services delivered by the University's Clinical Supervisors at its on-site Teaching Clinic. The Director of Clinical Education provides strategic leadership, oversight, and management for the clinical training of the University's students. The Director of Clinical Education provides administrative support for the clinical activities in anticipation and response to the ongoing and evolving needs of students, staff, faculty and patients. The Director of Clinical Education maintains a strong supportive relationship with administrators, faculty, staff, and students to ensure compliance with the state and federal education, and safety regulations related to the school's clinical facilities and clinical operations. The Director of Clinical Education is directly responsible for the administration and oversight of all students' clinical practice and the clinical faculty.

ESSENTIAL JOB FUNCTIONS:

Operations Responsibilities include:

- Ensures safe, professional care to patients, and ensuring that processes exist for making critical decisions regarding the care or referral of a patient to emergency centers or other health care professionals.
- Under the overview of the Academic Dean, responsible for overseeing clinic internships and evaluating intern performance, including: writing, reviewing and revising Clinic Handbook (each term as needed), formulating clinic treatment procedures, Formulating clinic intern competencies, Administering pre-clinical competency testing (each term): Orienting new Observation students and new interns in clinic procedures and rules (each term), Overseeing competency testing by clinic instructors (ongoing), Running periodic meetings with each level of interns to review clinic issues and garner intern feedback (weekly), Reviewing clinic charts to assess completeness and consistency, Reviewing and revising clinic forms as necessary (ongoing), Scheduling, with input of academic dean, observation and intern shifts for each trimester, Addressing shift/attendance problems as they arise (ongoing), Addressing all clinic related problems as they arise (ongoing), Chairing Clinic Committee meetings to address clinic procedural, policy and other issues.
- Responsible for supervision of clinic instructors, including: Hiring clinic instructors, Training instructors in clinic procedures, Assigning clinic instructor shifts, Holding clinic instructor group meetings each trimester to address clinic issues (each term), Evaluating clinic instructor performance (each term)
- Teaches 1-2 Didactic (lecture) Courses per term (on as needed basis).

- In the future, responsible for developing and administering externship clinic sites, including: Contacting managers of potential sites, Inspecting sites to assure conformance to state board and ACAOM requirements (once each term at all sites), Coordinating scheduling requirements of externship site and VUIM; Addressing all externship site issues as they arise
- Responsible for coordinating dispensary operations, including: Writing, reviewing and revising Herb Dispensary Handbook, Formulating and monitoring dispensary procedures, Teaching interns dispensary rules and procedures
- Holding primary responsibility for the administration and oversight of the College's community clinic program including student treatment supervision and reviewing intern charts
- In the future, working closely with the Doctoral Program Director in the development of clinical curriculum and assessment of student progress.
- Chairing clinic supervisor meetings.
- With the cooperation of the Clinic Manager, supervised Clinic personnel and determine work-related policies.
- Assisting and advising the president on clinic public relations and marketing with particular focus on health-care for underserved people in the community.
- Collaborating with the Admissions Director, overseeing the Clinic's marketing and public relations.
- Connecting with the local community contacts regarding Clinic Services
- Developing Networking/Referral relationships with Integrative Medical providers
- Tracking & following up on clinic incidents and report to Clinic Committee/Safety Meetings
- Implementing necessary changes to ensure students/staff/clients needs are being met and to improve clinical operations.
- Chairs Safety Committee, which oversees safety issues college-wide: meetings held each term necessary, training all employees and students on safety and bloodborne pathogen guidelines (each term for students), inspecting clinic monthly to confirm all safety items are in place and properly functioning.

Qualifications: Doctoral Degree preferred. Five or more years experiences in educational administration in AOM field.

Clinic supervisory experiences and good communication skills required. Must be computer literate.

Salary Commensurate based on Experience

Position to begin September 2018