Position Title: **DIRECTOR OF STUDENT CLINIC**

Department: Academic Affairs

Reports to: Dean of Clinical Sciences

Classification/ FLSA Status: NA (Exempt) (Faculty position)

Primary Function: The director of student clinic performs the duties of a case doctor in the oversight of the student clinic.

Key Responsibilities:

A. Director of Student Clinic / Instruction:

1. To serve as a health center case doctor with primary responsibility in supervising the student clinic

2. To supervise student clinic case doctors and support personnel as they supervise and mentor student interns in the delivery of chiropractic care in the student clinic

3. To provide input to the annual clinic budget related to student learning

4. To assist with the acquisition and maintenance of equipment and supplies for the health center as related to student learning

5. To assist with progress evaluations with new case doctors

6. To assist with student clinic faculty scheduling

7. To assist in the formulation and enforcement of clinic policies

8. To monitor the following clinic operations:
    - Update/modify/order HC forms
    - Update/order Intern Handbooks
    - Assign interns to Case Doctors
    - Assign first quarter students to interns
    - To lead Pre-Clinic and Student Clinic courses

9. To assist in the development and implementation of a clinical education program that represents the rigor commensurate with the preparation of primary health care providers

10. Commitment to the mission of Sherman College.

B. Professional Development / Scholarship

1. To participate in activities that enhance individual, personal and professional growth

2. To acquire new skills for program enhancement and development

3. To set annual professional goals that will contribute to the attainment of college goals and objectives

4. To submit, to the dean of curriculum, semi-annual and annual assessment reports detailing his/her activities relative to the achievement of health center goals and objectives

5. Utilize individual and college-wide outcomes information (evaluations) for the ongoing development of his/her professional effectiveness and for the ongoing development of the effectiveness of the clinical program

6. To maintain certificates and/or licenses necessary for employment eligibility

7. To post and maintain student office hours

C. Service to the College and Community

1. To demonstrate responsibility for shared governance of the college by providing active participation and contribution to the Faculty Senate and on college committees

2. To lend enthusiastic support to college policies and to fellow faculty members, particularly in the presence of students and support personnel

3. To participate in the evaluative process for self, department and program

4. To attend commencement exercises, faculty meetings, committee meetings and the annual Lyceum as required.

5. To assist clinic support personnel in the smooth operation of the clinic

6. To assume any other duties that may be assigned by the dean of curriculum

Basic Knowledge and Skills:

1. A strong understanding of, and a desire to incorporate the philosophy, science and art of chiropractic with clinical, primary care education standards
2. Doctor of Chiropractic degree
3. A current South Carolina chiropractic license
4. At least three years chiropractic practice experience
5. At least three years teaching experience
6. Strong organizational, communication and supervisory skills
7. Excellent written and verbal communication skills
8. Ability to be assertive and college policies and procedures
9. Computer skills: Apple iPad and MacBook; iPad applications; MS Office

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan

The above responsibilities require that this position have access to PHI.

Training on what PHI is and how to handle it in a confidential manner is required.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____