Position Title: **Chair of Clinical Curriculum**

Department: Academic Affairs

Reports to: Dean of Clinics

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

Primary Function: The chair of clinical curriculum works in coordination with the dean of clinics, dean of clinical sciences, and vice president for academic affairs to plan and implement effective clinical program learning and evaluation activities necessary in order to determine program improvements that enhance the clinical experience and meet or exceed accreditation standards. The chair also supervises and trains health center faculty to achieve valid and reliable student intern assessments for clinical competencies and quality assurance in patient care.

Key Responsibilities:

A. Chair of Clinical Curriculum/ Instruction

1. To serve as a case doctor
2. To oversee and facilitate QA data collection, analysis and distribution; discuss outcomes with case doctors and assist in formulating action steps
3. To assist with the development, scheduling, coordination and presentation of health center case doctor development
4. To assist in the preparation of an annual budget related to health center faculty doctors development
5. To assist the college's accreditation activities as they relate to the clinic
6. To collaborate with coordinator of clinic operations in the onboarding process of health center faculty employees

7. To assist the dean of clinics with the health center faculty evaluations pertaining to clinic curriculum

8. To model and promote high quality models for clinical teaching and mentoring methods among health center case doctors

9. To monitor collective and individual health center case doctor recordkeeping and patient record auditing effectiveness and implement plans for improvement.

10. To lead in the maintenance of a challenging clinical curriculum and a supportive learning environment that meets accreditation standards

11. To assess, develop and implement the clinical education program to ensure it represents the rigor commensurate with the preparation of Doctors of Chiropractic

12. To assess the outcomes of the clinical education program and the quality of patient care

13. To utilize outcomes information for the ongoing development of the effectiveness of the Doctor of Chiropractic program

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 clinical sciences, 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 employees

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 health center support personnel in the smooth operation of the health center

6. To ensure a fully stocked, clean health center

7. To assume any other duties that may be assigned by the dean of clinical science

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 oral communication skills

8. Ability to be assertive and enforce health center policies and procedures

9. Computer skills: MS Office, Apple hardware and software

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: _____