Position Title: **Chair, Pediatric and Perinatal Care**

Department: Academic Affairs

Reports To: Dean of Clinics

Classification/ FLSA Status: NS (Exempt) (Faculty)

Primary Function: The Chair of Pediatric and Perinatal Care works to further the teaching and clinical care for pediatric and perinatal populations at the college. Clinically practicing and supervising the provision of chiropractic care to patients in the College's chiropractic Health Center, in accordance with the Doctor of Chiropractic's responsibilities, with a focus on the analysis and adjustment of vertebral subluxation and required competency standards. The chair also teaches, networks, markets, and does research to further the College's core values in the area of chiropractic for the pediatric perinatal populations.

Key Responsibilities:

A. Chair of Pediatric and Perinatal Care

1. To serve as a case doctor.

2. To keep abreast of the latest clinical evidence, events, trends, research, literature and technique within the subject matter of pediatric and perinatal care and any information for courses taught, and to support clinical education.

3. To lead the development and implementation of clinical curriculum in the areas of student education and patient care procedures that inform and advance quality assurance practices, ensuring patient care and student performance exceed competency standards for state licensing, NBCE exams, program learning outcomes and accreditation.

4. To develop appropriate clinical assessment tools assessing student competencies.

5. To provide reports directly related to curriculum changes implemented to improving student and patient outcomes.

6. To collaborate closely with the Dean of Clinical Sciences and the Chair of Clinical Curriculum in developing, managing and instructing (as appropriate) the pediatric and perinatal courses.

7. To co-manage cases in the pediatric and perinatal populations with other case doctors when addressing the Health Center standards for complex cases.

8. To develop and implement networking opportunities for the College with respect to pediatric and perinatal populations; including marketing, developing contacts and providing off- and on-campus workshops and talks to increase the clinic patient numbers regarding this unique demographic.

9. To develop and maintain specialized processes related to the salutogenic care of pediatric and perinatal populations.

10. To collaborate with the didactic and clinical faculty for cohesive didactic and clinic classes for the pediatric and perinatal populations, including training faculty for basic care and teaching for these populations.

11. To lead and contribute to research for the pediatric and perinatal populations at least every two years.

12. To collaborate with the Dean of Clinics to create an annual budget supporting pediatric and perinatal patient care, development and outreach activities.

13. To meet faculty responsibilities as outlined in the *Faculty Handbook*.

B. Professional Development/Scholarship

1. Acquire new skills for program enhancement and development, such as certifications in chiropractic techniques, diplomate status and/or specialty, or some other aspect of clinical care/teaching and learning.

2. Submit to the Deans of Clinical Sciences and Clinics annual assessment reports detailing his/her activities relative to meeting assigned goals and objectives.

3. Utilize individual and college-wide outcomes information (evaluations) for the improvement of the pediatric and perinatal program.

4. Maintain certificates and/or licenses necessary for employment eligibility.

5. Post and maintain student office hours.

6. Provide coverage for his/her responsibilities during absences.

C. Service to the College and Community

1. Support the college by participating in and presenting seminars and workshops off- and on-campus that further the goals of the college relating to care of the pediatric and perinatal populations.

2. Participate in Sherman Showcase to help college enrollment in relation to its presentation of care for the pediatric and perinatal populations.

3. Participate in local community efforts that support the college's goals for pediatric and perinatal care in the community.

4. Demonstrate responsibility for shared governance within the college by providing active participation and contribution to the Faculty Senate and College committees.

5. Serve as a faculty mentor to assigned students and faculty members.

6. Lend enthusiastic support to college and health center policies and to fellow faculty doctors, particularly in the presence of interns and support personnel, and assist health center support personnel in the smooth operation of the health center.

7. Attend commencement exercises, Intern Pinning Ceremony, faculty meetings, committee meetings, annual Lyceum and IRAPS as required.

8. Assume any other duties that may be assigned by the Dean of Clinics and Clinical Sciences.

Essential Knowledge and Skills:

1. A strong understanding of and a desire to incorporate the philosophy, science, and art of chiropractic with clinical care of patients, teaching of students and interns, and education standards.

2. Doctor of Chiropractic degree.

3. A current South Carolina chiropractic license.

4. At least five years, full-time chiropractic practice and/or teaching experience, with certification/diplomates, and/or extensive practice experience with pediatric and perinatal populations.

5. Strong organizational, supervisory, and communication skills.

6. Excellent written and oral communication skills.

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

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

Workload Expectations, Physical Demands and Work Environment:

Workload Expectations:

1. During college breaks, case doctors will only be expected to work as assigned based on health center hours and amount of needed coverage.

2. The Dean of Clinics will establish actual work hours.

    a. Approximately 50% of time will be allocated for patient care and clinical instruction.

    b. Approximately 50% of time will be allocated networking, research, and community outreach activities.

3. See current *Faculty Handbook* for sick leave, personal leave, jury duty, Family Medical Leave Act, and additional benefits.

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; stoop; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

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.

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

I have read and understand this explanation and job description:

_____ _____/_____/_____

Employee Signature Date