Position Title: **COMPLIANCE OFFICER**

Department: Academic Affairs

Reports To: Vice President for Academic Affairs

Classification/ FLSA Status: N/A (Exempt) (Faculty)

Primary Function: The compliance officer is responsible for managing all college policies, procedures, plans, systems and specific risk analysis overseen by the Academic Affairs, including Title IX, HIPAA and FERPA. The compliance officer interacts with all employees and outside agencies regarding training, reporting, investigations and topics covered under compliance, while serving as a resource for all college constituents.

Key Responsibilities

General:

1. Inform and educate the campus community regarding compliance and ethics, including responsibilities; collaborate with campus departments, organizations, and advisory groups; develop and implement training programs.

2. Implement and maintain policies, including the processes for filing complaints, handling investigations and resolutions.

3. Review all current and proposed policies and procedures.

4. Coordinate three-year departmental review cycle of policies and procedures.

5. Conduct annual employee compliance and ethics training.

6. Stay abreast of changes to compliance regulations and ensure appropriate training is developed as needed.

7. Prepare, maintain and review data and records pertaining to training, complaints, investigations, as well as findings related to compliance and other related statutes, regulations and policies.

8. Maintain and revise Employee Code of Conduct.

9. Serve as Chair of Student Conduct Review Board (SCRB).

Title IX:

1. Inform and educate the campus community regarding Title IX rights and responsibilities; collaborate with campus departments, organizations, and advisory groups; develop and implement training programs.

2. Implement and maintain policies, including the processes for filing complaints and handling investigations and resolutions.

3. Prepare, maintain and review data and records pertaining to training, complaints, investigations, as well as findings related to Title IX and other related statutes, regulations and policies.

4. Assess the effectiveness of campus efforts to prevent sexual misconduct.

5. Recommend programs, policies and procedures to senior management.

6. Lead committees related to Title IX and compliance.

7. Review all current and proposed policies for compliance.

HIPAA:

1. Work with respective employees and students to implement all aspects of the appropriate compliance program.

2. Develop ongoing procedures, processes and policies to ensure compliance in respective areas.

3. Develop policies and procedures for student intern-to-patient communication.

4. Develop policies and procedures regarding student intern use of social media with and among peers, employees and patients.

5. Stay abreast of changes to HIPAA law(s) and their effect on the organization in attending development programs.

6. Plan and conduct annual HIPAA training for all employees.

7. Collaborate with management to enforce security policies and accountability for user action(s).

8. Administer periodic information risk assessments and audits according to HIPAA requirements.

9. Collaborate with third parties as needed to ensure HIPAA Security Rule requirements are upheld.

10. Develop, implement and administrate HIPAA polices and address the Notice of Privacy Policies (NPP) in the Health Center.

11. Develop, implement and administrate a compliance program adhering to the guidelines set forth by OIG.

12. Train appropriate employees and students regarding the measures, policies and procedures for the compliance program.

13. Develop ongoing measures for auditing and monitoring the compliance program.

14. Identify and report risk areas and vulnerabilities.

15. Keep a record of training as required under the program.

16. Work with appropriate department heads and/or staff to ensure their compliance as it relates to HIPAA.

17. Perform an annual compliance review of clinic operations.

18. Perform an annual risk assessment of clinic operations.

19. Coordinate an external review of clinic operations every three (3) years.

20. Review all current and proposed policies for compliance.

21. Assume any other duties that may be assigned by the VPAA.

FERPA:

1. Inform and educate the campus community regarding FERPA rights and responsibilities; collaborate with campus departments, organizations, and advisory groups; develop and implement training programs.

2. Implement and maintain policies, including the processes for filing complaints and handling investigations and resolutions.

3. Prepare, maintain and review data and records pertaining to training, complaints, investigations, as well as findings related to FERPA and other related statutes, regulations and policies.

4. Assess the effectiveness of campus efforts to prevent FERPA violations.

5. Recommend programs, policies and procedures to management.

6. Review all current and proposed policies for compliance.

Basic Knowledge and Skills:

1. Desire to share the philosophy, science and art of chiropractic and the responsibilities of a doctor of chiropractic with students and employees.

2. Doctor of Chiropractic degree.

3. A current South Carolina chiropractic license.

4. Appropriate Compliance certification as required.

5. At least three (3) years, full-time chiropractic practice and/or teaching experience.

6. Strong organizational, supervisory and communication skills.

7. Excellent written and oral communication skills.

8. Ability to be assertive and enforce college policies and procedures.

9. Computer skills: MS Office.

Physical Demands and Work Environment

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 company 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