



Position Title: CHIROPRACTIC CENTER CASE DOCTOR

Department: Academic Affairs

Reports to: Dean of Clinics

**Classification/
FLSA Status:** Exempt - Faculty Position

Primary Function: Chiropractic Center case doctors practice and supervise the provision of chiropractic care to patients in the college's chiropractic 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.

Key Responsibilities:

A. Instruction

1. Practice, model and teach direct contact chiropractic care using the Sherman System as a Doctor of Chiropractic for patients of all ages demonstrating caring, compassionate and ethical behavior. Provide interns with an effective, guided clinical education experience monitoring and enforcing all professional, ethical and legal requirements inherent in the responsibilities of a licensed Doctor of Chiropractic and holding themselves and interns accountable to required professional, accreditation and behavioral standards including:
 - health history and follow-up to chief complaint, new complaints, existing issues and developing issues
 - physical and NMS examination and ongoing reexamination
 - imaging and other diagnostic studies as needed
 - differential diagnosis and updates
 - case management/follow-up and review (including information technology and health promotion and wellness)
 - coding
 - plan of care including health goals and prognosis
 - report of findings, ongoing patient education
 - referral and co-management (Inter-Professional teamwork)
 - adjustment outcomes assessment

- patient transfer/close/release
 - communication and record keeping
 - ethics and integrity including HIPAA and FERPA compliance)
2. Contribute to the development of the intern's knowledge skills, attitudes and competence in the location, analysis and correction of the vertebral subluxation
 3. Assist with the development and implementation of clinical education and patient care procedures that inform and advance quality assurance practices to ensure patient care and intern performance exceeds competency standards for state licensing, NBCE exams, accreditation and college outcomes.
 4. Keep abreast of the latest clinical evidence, research, literature and techniques to support clinical education and improved patient outcomes
 5. Rigorously assess intern competency and case performance to prepare competent Doctors of Chiropractic. Assessment includes on-going written and verbal constructive feedback (with remediation as needed) and documented follow-up to ensure improved performance is demonstrated
 6. Collaborate with the Center for Innovative Teaching & Learning (CITL) to foster enhancements in teaching methodologies and learning
 7. Exhibit and role-model a communication style that projects a professional image and enhances the doctor-patient and doctor-intern relationships including HIPAA & FERPA compliance
 8. Maintain accurate and thorough patient records that provide a comprehensive information base and organized, legible documentation that is easily retrieved for the qualitative assessment of patient care, intern learning and effective risk management including HIPAA compliance
 9. Conduct and/or supervise initial patient evaluations and subsequent re-evaluations to develop the most appropriate care plans for each case and to closely monitor patient progress with the intern
 10. Ensure that re-evaluation of individual patients is performed on an appropriate schedule to monitor patient progress
 11. Ensure that all required quality assurance measures are followed
 12. Recognize, document and follow-up on contraindications and potential complications of patient care procedures and/or co-management issues
 13. Instruct and demonstrate effective oral and written communication of recommended chiropractic care, co-management and referrals that may be indicated

14. Role-model the importance of and effective delivery of the report of findings and on-going patient education
15. Supervise, provide and assist with pre and post spinal analyses and the administration of patient adjustments
16. Document x-ray diagnoses and or other diagnostic study diagnoses
17. Grade and audit patient records
18. Participate as an examiner, proctor or exam materials writer for the Clinic Entrance Exam and/or the Clinical Proficiency Examination (Exit Exam) as required
19. Report violations of the chiropractic center policies according to established protocol
20. Assist in providing a fully stocked, clean chiropractic center and to report equipment malfunctions as required
21. Meet faculty responsibilities as outlined in the Faculty Handbook

B. Professional Development/Scholarship

1. Participate in an onboarding program to ensure proficiency in the Sherman System to include spinal analysis, approved adjusting protocols and documentation standards
2. Participate in activities that enhance individual, personal and professional growth
3. Acquire new skills for program enhancement and development. For example, gain certification in chiropractic technique, diplomat status/specialty or some other aspect of clinical care/teaching
4. Set annual professional goals that will contribute to the attainment of college goals and objectives
5. Submit, to the chair of clinical curriculums annual assessment reports detailing his/her activities relative to meeting chiropractic center center goals and objectives
6. Actively engage in the continuous improvement of teaching and learning through teaching and learning scholarship, teaching innovation, collaboration and peer review (see faculty handbook for Research and Scholarly Activity Expectation)
7. Utilize individual and college-wide outcomes information for the ongoing development of his/her professional effectiveness and for the ongoing development of the effectiveness of the Doctor of Chiropractic Educational program

8. Modify teaching style based on faculty evaluations, assessment results and professional development experiences. Document modifications based on assessment results
9. Maintain certificates and/or licenses necessary for employment eligibility
10. Post and maintain office hours
11. Utilize course and performance evaluation survey results to improve teaching effectiveness.
12. Provide coverage for his/her responsibilities during foreseen absences

C. Service to the College

1. Demonstrate responsibility for shared governance of the college by providing active participation and contribution to the Faculty Senate and on college committees
2. Serve as a faculty mentor to assigned students and faculty members
3. Lend enthusiastic support to college and chiropractic center policies and to fellow faculty doctors, particularly in the presence of interns and support personnel
4. Assist chiropractic center support personnel in the smooth operation of the chiropractic center
5. Participate in the evaluative process for self, department and program
6. Attend commencement exercises, Intern Pinning Ceremony, faculty meetings, committee meetings and the annual Lyceum and IRAPS as required.
7. Assume any other duties that may be assigned by the dean of clinics.

Basic Knowledge and Skills:

1. A desire to share the philosophy, science and art of chiropractic and the responsibilities of a Doctor of Chiropractic with future Doctors of Chiropractic
2. Doctor of Chiropractic degree
3. A current South Carolina chiropractic license
4. At least three years full-time chiropractic practice and teaching experience
5. Strong organizational, supervisory and communication skills
6. Excellent written and oral communication skills

7. Ability to be assertive and enforce chiropractic center policies and procedures
8. Current certification in Basic Life Support
9. Computer skills: MS Office

Workload Expectations, Physical Demands and Work Environment:

Case Doctor Workload Expectations:

Recognizing the greater interaction of chiropractic center case doctors with interns and patients, the college has established a minimum forty-hour work week for this position. The dean of clinics will establish actual work hours. During college breaks, case doctors will only be expected to work as assigned based on chiropractic center hours and amount of needed coverage.

A minimum of one hour per day is to be set aside for office hours, when interns can be sure that the case doctor is in his/her office and is available for consultation in addition to classroom and Chiropractic Center hours. The case doctor is also to be available when needed for school business.

See current Faculty Handbook for sick leave, personal leave, jury duty, Family Medical Leave Act (FMLA) 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 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