



**Position Title:** Director of Upper Cervical Clinical Management

**Department:** Academic Affairs

**Reports to:** Dean of Clinics

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

**Primary Function:** Director of Upper Cervical Clinical Management works to further the teaching and clinical care for improving upper cervical chiropractic services at the college. Clinically practicing and supervising 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. The Director teaches, networks, markets, and does research to further the college's core values in the area of chiropractic for specialized upper cervical analysis and vertebral subluxation correction.

## **Key Responsibilities**

### **A. Director of Upper Cervical Clinical Management**

1. To serve as a case doctor as described in the case doctor job description.
2. Keep abreast of the latest clinical evidence, events, trends, research, literature and technique within the subject matter of upper cervical care and any information for courses taught, in order to support clinical education and improve patient outcomes.
3. Assist with 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. Continually evaluate evolving trends in specialized upper cervical chiropractic care collaborating with faculty to update best practices and standards in core curriculum and the upper cervical specialty track for students.
5. Develop appropriate clinical assessment tools assessing student competencies and provide reports to direct necessary curriculum changes and improve student outcomes as needed.
6. Assist in developing, managing and teaching clinical and college upper cervical analysis, and vertebral subluxation correction curriculum.

7. Manage advanced upper cervical cases in the Chiropractic Center alongside other case doctors.
8. Develop and implement networking opportunities for the college with respect to specialized upper cervical focused cases; this includes marketing, developing contacts and doing off- and on-campus workshops and talks to increase clinic patient numbers with regards to this unique demographic.
9. Assist in developing and maintaining ChiroTouch macros in relation to the salutogenic care of patients under specific upper cervical care in the Chiropractic Center.
10. Collaborate with and train didactic and clinical faculty for cohesion in both didactic and clinic classes.
11. Lead research for specialized upper cervical chiropractic care with an expectation of contribution to research every two years.
12. Meet faculty responsibilities as outlined in the Faculty Handbook.
13. Responsible for the design and implementation of an upper cervical focused specialty clinic.

## **B. Professional Development/Scholarship**

Participate in activities that enhance individual, personal and professional growth such as:

1. Acquire new skills for program enhancement and development, such as certifications in chiropractic techniques, diplomate status/specialty or some other aspect of clinical care/teaching and learning.
2. Submit to the dean of clinics quarterly assessment reports detailing the director's activities related to meeting Chiropractic Center goals, objectives, assessment reports and curriculum development.
3. Create annual professional goals contributing to the attainment of the college's goals and objectives.
4. Utilize individual and college-wide outcomes information (evaluations) for the ongoing development of their professional effectiveness and for the ongoing development of the effectiveness of the clinical program. Document modifications of development based on outcomes information.
5. Maintain certificates and/or licenses necessary for employment eligibility as well as student office hours.
6. Provide coverage for their responsibilities during foreseen absence.

### **C. Service to the College and Community**

1. Support the college by participating in and presenting seminars and workshops on and off campus that further the goals of the college in relation to specific upper cervical chiropractic care.
2. Participate in Sherman Showcase to help college enrollment in relation to its presentation of care in the Chiropractic Center.
3. Participate in local community efforts that support the college's goals and strategic plan in the area of specific upper cervical chiropractic care.
4. Demonstrate responsibility for shared governance for 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 Chiropractic Center policies and to fellow faculty doctors, particularly in the presence of interns and support personnel. Assist personnel in the smooth operation of the Chiropractic 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.

### **Basic 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 in specialized upper cervical focused chiropractic care.
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. Computer skills: MS Office, Apple hardware and software.

## **Workload Expectations, Physical Demands and Work Environment**

### **Workload Expectations**

1. During college breaks, doctors will only be expected to work as assigned based on Chiropractic center hours and amount of coverage needed.
2. The dean of clinics will establish actual work hours.
3. Up to fifty (50) percent of time should be allocated for patient care and work with interns on specialized upper cervical focused chiropractic care. This can include patient care, intern interaction, ChiroTouch documentation and consultations.
4. Up to fifty (50) percent of time should be allocated to teaching, networking, research and development.
5. Office hours should be held at a time when students are sure that the case doctor is in their office and available for consultation case review. The case doctor is also to be available when needed for school business.
6. Teaching hours cover the time that the faculty member is holding a class, and any time needed for class development or grading.
7. Networking time is allocated to develop and implement external contacts to bring more patients to the Chiropractic Center. This can include developing contacts, workshops and/or marketing.
8. Research time is allocated to lead enhanced upper cervical research, both in research publication and research promotion.
9. See current Employee and Faculty Handbooks 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.

### **Budget**

**Resources for role responsibilities such as research, networking, outreach, equipment, teaching should be coordinated with the appropriate department for each.**

1. Resources needed for research should be coordinated with the director of the center of scholarly activity.
2. Resources needed for networking, outreach, and equipment should be coordinated with the dean of clinics.
3. Resources needed for teaching should be coordinated with the dean of clinical sciences.

**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:

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date: