Position Title: **DEAN OF CLINICS**

Department: Academic Affairs

Reports to: Provost/Chief Academic Officer

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The dean of clinics is responsible for coordinating the college's clinical education program, as well as the daily operations of the Sherman College Chiropractic Center. Works in coordination with the chair of clinical curriculum, dean of clinical sciences and the director of institutional effectiveness to plan and implement effective clinical program evaluation activities in order to identify necessary program improvements that enhance the clinical experience and meet or exceed accreditation standards

Key Responsibilities:

1. To assess, develop and implement the clinical education program to ensure that it rigorously meets or exceeds expected outcomes set by the college
2. To supervise and coordinate all chiropractic center functions and activities
3. To serve as a faculty member or case doctor when needed
4. To supervise chiropractic center case doctors, clinic support faculty and support staff/personnel as they supervise and mentor student interns in the delivery of chiropractic care to chiropractic center patients
5. To develop and implement clinical education and patient care policies and procedures in order to meet established accreditation standards and desired outcomes
6. To assist with the college's accreditation activities
7. To assess the outcomes of the clinical education program and the quality of patient care

8. To utilize outcomes information for the continuous improvement of the Doctor of Chiropractic program

9. To oversee the college's clinical preceptorship programs

10. To practice and demonstrate caring, compassionate and ethical behavior toward patients and students

11. To provide clear communication to interns and all chiropractic center personnel regarding the policies and procedures in the chiropractic center

12. To hire, with the approval of the Provost, and supervise the training of all chiropractic center personnel

13. To prepare and manage the annual chiropractic center budget

14. To maintain, update and publish the *Student Intern Handbook*

15. To serve on the Administrative Council and other assigned committees including: Academic Affairs, Curriculum Review, Faculty Affairs, Faculty Hiring, Institutional Effectiveness, Clinical Affairs and Research

16. To schedule and conduct chiropractic center case doctor and staff meetings

17. To provide annual evaluations for all chiropractic center personnel

18. To supervise the acquisition and maintenance of equipment and supplies for the chiropractic center

19. To formulate and enforce chiropractic center policies

20. To assist in the formulation of clinic course requirements

21. To continually evaluate the chiropractic center facilities and equipment relative to how well they meet the needs of the clinical education program, the interns and the patients

22. To assist chiropractic center support personnel in the smooth operation of the chiropractic center

23. To ensure a fully stocked, clean chiropractic center

24. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.

25. Participate in the annual Lyceum and IRAPS program

26. To assume any duties that may be assigned by the Provost

27. Commitment to the mission of Sherman College.

Basic Knowledge and Skills:

1. A strong understanding of, and a desire to incorporate the philosophy, science and art of straight 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. Management, marketing, organizational and leadership skills
6. Excellent written and oral communication skills
7. Organizational and diplomatic skills necessary to work effectively with peer deans, lead faculty and students
8. Ability to analyze institutional effectiveness data, including understanding and identifying curriculum needs
9. Ability to: (1) read, analyze, and interpret accreditation documents, common professional and academic journals, financial reports (2) Respond to inquiries or complaints from students, faculty, members of the public, regulatory agencies, or members of the academic community; (3) write and present information and articles for publication that conform to accepted style and format; and (4) effectively present information to administrative colleagues and public groups
10. Computer: Apple iPad and MacBook, iPad applications; MS Office and effective use of classroom technology
11. Travel Required

Physical demands and work environment:

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; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Exposures: Employee may experience vision strain due to computer use. Travel required locally and abroad.

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:

Signature: _____ Date: _____