



: Discipline Chair for Pediatrics	
: Clinical Affairs	: February 2023
: Exempt	: Louisiana Campus
: T/R Faculty	: As directed in contract
: Associate Dean for Clinical Affairs	: Full-time or part-time. The chair duties constitute two or three days per week. The clinical time may be leased by the College to an outside clinical entity OR if the physician prefers, he/she may be responsible for the clinical practice duties.
: Administrative Assistant	

I.

The main functions of the Pediatrics Chair position are to assure:

1. The recruitment and development of a high quality clinical faculty for on campus teaching (Clinical Medicine lectures for years 1 and 2) and for off campus clinical site training (years 3 and 4)
2. The provision and assurance of a high quality, integrated, four-year clinical curriculum

The role of the Pediatrics Chair in administering the clinical department includes the following:

1. Assure the delivery of a high quality curriculum on campus that meets national standards for quality and content, and is appropriate for accreditation standards.
2. Assure quality clinical experiences for the students in the departmental field.
3. Assure clinical research programs for the department.
4. Assure students are exposed to osteopathic post-graduate programs in the VCOM/OMNEE affiliated sites and provide linkages to AOA programs beyond the VCOM and OMNEE sites.
5. Serve as a positive advisor / mentor to students regarding clinical practice within your area.

II.

Explanations and details of the chair position:

1. Creating/maintain a high quality curriculum
 - a. Develop an outline of the content, with goals and objectives that are consistent with:
 - i. National curricular models recommended for medical students in your field.
 - ii. The college's mission and curriculum structure.
 - iii. Assuring good performance on COMLEX and shelf exams.
 - iv. Assures the integration of Osteopathic principles and practices.
 - b. Serve as a course and/or Block Director. Assure all materials developed for the curriculum are of high quality including:
 - i. Lectures delivered in years one and two in your field / course(s).

- ii. Assure participation in clinical expertise laboratories including physical diagnosis and simulated medicine.
 - iii. Utilize and assure your departmental faculty utilizes:
 - 1. Quality outlines and power-point,
 - 2. On-line TV lectures,
 - 3. Video demonstrations with instruction embedded,
 - iv. Assure the competency based curriculum and simulated medicine laboratories related to your field.
 - v. Assure the standardized patient and OSCE evaluations for competency within your field.
 - c. Assure a quality faculty on campus and in your clinical sites for the delivery of the curriculum
 - i. Selection of an on campus faculty in conjunction with the Associate Dean and Dean
 - ii. Selection and development of regional clinical faculty in conjunction with the Associate Dean and VCOM clinical sites
 - iii. Provide ongoing faculty development for continuous quality improvement of the educational program
 - d. Coordinate with Associate Deans and College Chairs to assure the planning for content and delivery are aligned with other topics within the system. Serve on the Block Curriculum and Assessment Planning Committees.
 - e. Faculty Development of On-Campus faculty
 - i. Monthly faculty/department meetings with a development topic each time.
 - ii. Annual overview of curriculum (and any laboratories) with orientation to assure consistency
 - iii. One on one mentoring of departmental faculty
2. Assure the Clerkship experience is of high quality
- a. Initial assessment and development of the site to assure there are:
 - i. Approximate number of cases to be seen by students
 - ii. The appropriate role for the student is understood
 - iii. Initial faculty development of how to incorporate the student into 000ET 0 612 72 reW*

- f. Update the website annually to available and affiliated osteopathic family medicine residencies.
3. With the aid of your faculty determine and initiate departmental research preparing a budget and any equipment or personnel appropriate to accomplish this research.
4. Under the direction of the Dean and Associate Dean, assure the development of and linkages to postgraduate programs within your specialty.
 - a. If a post graduate program is aligned with the college's mission and is appropriate for VCOM students the chair should:
 - i. assist in the initial affiliation with the site
 - ii. if osteopathic approval is not present, assist the site to develop a relationship within OMNEE.
 - iii. assist OMNEE sites with the implementation a consortia structure for the sharing of educational resources/academics so to lead to the highest delivery of academics.
 - iv. meet with and develop relationships with additional osteopathic programs of high quality, where possible at sites our students are most likely to locate in our target region.
5. Serve as an advisor for students in your discipline.
 - a. Serve as an advisor for any interest clubs in your field
 - b. Mentor what your field has to offer, options of training, and other topics of interest.
 - c. Present to the student organization and other meetings where appropriate, the osteopathic postgraduate training programs that exist, and assure your website includes those opportunities.
 - d. Provide one-on-one advising as needed.
6. Webpage development/maintenance
 - a. Assure the website is maintained and updated at a minimum annually
 - b. Assure your web site has the following components:
 - i. Welcome and overview of the practice of family medicine
 - ii. Curriculum guide for years one and two
 - iii. Third and fourth year clinical rotation and curricular guides
 - iv. Introduction to the third year Pediatrics rotation
 - v. Important information for your fourth year Pediatrics rotation
 - vi. Encounter logs and evaluation forms
 - vii.

The Physician has never had medical staff or clinical privileges suspended, terminated or limited by a health care facility.

The Physician has never been charged by or found guilty of any form of professional misconduct by any governmental licensing agency.

Skills required for this position include:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Basic computer proficiency

Preferences are given to applicants who have the following skills or attributes:

- Subspecialty in Pediatric field/s
- Expertise in Clinical Pediatric field/s or areas
- Active in Research (Researcher and Publisher)
- National/International Speaker on field of expertise
- Leadership position in academic/clinical areas

IV.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job.

V. The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty/ staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as