Position Description

Job Title: Discipline Chair for Psychiatry

9. Attend the Chair meetings in person or by videoconferencing monthly.
10. Provide appropriate oversight and supervision to staff providing administrative
support.
11. Assure the Psychiatry website is appropriately updated, and the portal site is kept
current for students and a website page for public to see.
11. Serve as a mentor to the Psychiatry Interest Group.
12. Assist in the collaborative development and ongoing updating process of the College
curriculum and clinical programs and participate as required in the college
faculty/staff committees charged with this task.
13. Assure the College remains current with policy (federal, state, and local), and
academic trends within his disciplines.
14. Serve as a liaison for the College with other academic sites, national colleges and

x Basic computer proficiency x Exhibit appropriate professional demeanor x Proven leadership
Preferences are given to applicants who have the following skills or attributes: x Prior experience in medical student education (clinical teaching/precepting of
students x Prior experience in post graduate Psychiatry training (clinical teaching/precepting
of residents) x Prior experience in Clinical and/or Basic Bench Research involving Psychiatry,
Neurology or Behavioral Science x Prior publications in the medical and/or behavioral/psychological sciences. (Peer
reviewed journal articles, book chapters, books, case reports, etc.) x Prior experience in administrative medicine where a leadership position has been
filled with demonstrated success.
Successful candidates will be subject to a criminal history background check.
Regular, reliable, or predictable attendance is an essential function of the job.
IV. Working Conditions and Efforts: 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 individuals with disabilities to perform the
essential functions. The position requires a rapid pace, some days with long hours to
meet expectations, long distance driving to rural sites, and the ability to organize,
interpret, and utilize a large volume of information.
Physical demands: While performing the duties of this job, the employee is required to
ambulate (may be with use of assisted devices); sit; stand (or accommodate for standing);
use hands and vision for teaching the osteopathic examination and for teaching /
providing treatment; use office equipment such as computers; speak to large and small
groups of individuals for teaching; hear heart sounds, lung sounds and conversation for
the purpose of teaching students how to hear and interpret those sounds and for
practice; perform moderate telephone and poly-com communication / usage;
occasionally be required to lift and/or move up to 50 pounds; drive distances up to five
hours or to fly on occasion to clinical sites, depending upon the location of the core
teaching hospitals.
Work environment: Office, clinical practice, classroom, laboratory, clinical skills
teaching environments and clinical sites constitute working environments

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This position is classified as exempt, at the Professional level, because it requires
the advanced knowledge of a “learned professional” in which to meet the job
duty requirements.
Employment with VCOM is “at-will”. This means employment is for an
indefinite period and it is subject to termination by the employee or by VCOM,
with or without cause, with or without notice, and at any time. Nothing in this
position description or any other policy of VCOM shall be interpreted to conflict
with or to eliminate or modify in any way, the “at-will” employment status of
VCOM employees.
V. VCOM Core Values: 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 VCOM