

: Discipline Chair for Internal Medicine	
: Clinical Affairs	: January 2025
: Exempt	Virginia 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.
: N/A	

I.

Primary duty is the oversight of the Internal Medicine clinical education for VCOM students. Responsible as Discipline Chair for the oversight of the teaching and clinical experiences provided by the clinical faculty in VCOM's core clinical sites who teach students in Internal Medicine (and where relevant, certain IM specialties). Develops and annually updates the clinical curriculum and syllabi for the core rotations. Serves as an advisor to students in this specialty and for obtaining a residency and fellowship for clinical practice. Provides on-campus teaching in topics in the specialty field of Internal Medicine. Supports the College by serving on committees, providing student interviews, curriculum development and delivery, and in all areas of the college development. Provides research and scholarly activity as related to Internal Medicine. Participates in OMM and Physical Diagnosis Laboratory.

Where relevant and included in contract, this position may also include oversight of the Clinical Medicine Course. If/when this is applied to this position, the duties of course director will also be attached and apply.

II.

1. Provide on-campus teaching in areas consistent with the discipline of Internal Medicine including up to 14 lectures or case presentation small group curricula for the clinical medicine course and participates in the education of students in clinical procedural skills and clinical simulations.
2. Teach topics according to your expertise in the Clinical Medicine Course in other blocks up to 20 hours each year.
3. Develop goals and objectives for each lecture, laboratory, or small group case presentation.
4. Assure an accurate and up to date syllabi for the rotation and any course directed.
5. Collaborate each year with their Internal Medicine counterpart from the other VCOM Campuses to assure a common curriculum is maintained across campuses.

6. Assure the learning materials are consistent with national curricular models recommended for medical students and with the college's mission.
7. Assure the integration of osteopathic principles and practices in all materials.
8. Provide materials that prepare the student for COMLEX I and COMLEX II CE.
9. Participate in planning as a member of the Curriculum Block Subcommittee to assure the alignment of content within the blocks.
10. Annually participate in the VCOM Curriculum Retreat.

B.

1. Recruit, develop, and maintain a quality clinical faculty to teach students in the Internal Medicine rotation in the core clinical sites. Assure the clinical rotation has the correct patient exposure and the experience is of appropriate clinical level.

- Ensure all your end of rotation exam questions follow NBOME format and relate directly to learning objectives presented in your syllabus.
- e. Review the statistical performance of your exam questions at least semi-annually to ensure they meet the COM standards. Questions not meeting current statistical guidelines should be reviewed, revised, or removed as appropriate to ensure high quality exams.
  - f. Address any concerns with student performance with the clinical faculty member, the Director for Clinical Rotations, and the Associate Dean. When warranted, discuss with the site coordinator and DSME, to assure students behavior, knowledge, and clinical skills are meeting the level of expectations.
  - g. Address concerns related to performance with the student and provide any

16. Assist the students to identify fourth year rotations with residency sites, and ensure links to specialty residency information is available, accurate and up to date.
  - a. Develop relationships with residency and fellowship programs, especially osteopathic emphasis programs in your target region.
  - b. Serve as a positive advisor/mentor to students regarding clinical practice and residencies within your area.
  - c. Serve as an advisor for any clinical specialty interest student organizations in your field.
  - d. Attend and present at VCOM's hospital days and residency fairs as requested by the Associate Dean or Dean.
17. Facilitate clinical research programs within your department.
  - a. With the aid of your faculty, determine and initiate departmental research. Prepare a budget for approval for any equipment or personnel needs associated with this research in advance.
  - b. Mentor VCOM students on research and non-case reports in your field. Annually review student case reports as assigned.
18. Serve on VCOM committees that assure the work of the College.
19. Support the mission of VCOM.
  - a. Participate in outreach or other community service activities of the college (i.e.: Health Fairs, Local or Regional Outreach, Medical Missions).
20. Attend/participate in the monthly Clinical Chairs meeting to facilitate a coordinated clinical education of the VCOM students.
21. Create and distribute a "newsletter" twice per year highlighting some of the many positive things that are taking place in your discipline as well as keeping preceptors engaged and feeling connected to the VCOM campus and you as Chair.
22. Gain a sound knowledge of the faculty promotion process and assist clinical faculty in seeking advancement in promotion by rank. Assist faculty in application preparation
23. Clinical duties

Other skills important to this position:

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