

Job Title:**Job Description:****Clinical Education Coordinator Lead**

The Clinical Education Coordinator Lead serves as the primary point of contact for osteopathic medical students preparing for and currently active in clinical rotations (education), including clinical sites and preceptors; as well as the point person for College of Osteopathic Medicine (COM) clerkship capacity. The Clinical Education and Accreditation Specialist will manage operations of clerkship organization and scheduling, developing, and overseeing relationships with clinical preceptors, clerkship directors, medical staff office personnel and students, and maintain official University clinical evaluations/scheduling records according to administrative policies and the Clinical Education Guidelines established for each COM class. The Clinical Education Coordinator Lead also will work to execute and maintain clinical education affiliation agreements.

Reports to:**Classification:**

Associate Dean for Clinical Affairs, Community Engagement, and Population Health
Full-Time, Non-Exempt Staff

Essential Duties:**Essential Functions:**

- Act as a point of contact for osteopathic medical students regarding clinical rotations. They will counsel and advise assigned students regarding their Service Learning and 3rd and 4th year rotation schedules and options. Ensure that the students are meeting their curricular and graduation requirements as outlined in the University Student Handbook and Catalog and Clinical Education Guidelines.
- Oversee first-year, Service-Learning student onboarding and scheduling process, in coordination with the service-learning clinical education coordinator.
- Counsel & advise the class in the beginning of their 2nd year regarding the clinical education (rotation) process (which includes selection and the lottery process for their 3rd year). This counseling will be in the form of informational meetings, individual meetings, and presentations throughout their 2nd year.
- Ensure that all pre-rotation requirements have been met including satisfying all 1st and 2nd year academic requirements, are current with BLS and ACLS, background check, immunizations, HIPPA, blood-borne pathogens requirements and other requirements per the Clinical Education Guidelines before they begin clinical rotations.
- Audit students during the 3rd and 4th years to ensure that the students are compliant with all required paperwork, satisfying the clinical curriculum; ensure satisfactory completion of all 3rd year requirements before starting their 4th year rotations; and meeting all graduation requirements before graduation.
- Maintain records of students' completion of board exams, any time-off rotations (leaves), areas of deficiency noted while on rotations and email communications to support any deviation or non-compliance of the students with CHSU, COM, and Clinical Education Guidelines and policies.
- Manage and maintain relationship with Clinical Management Software vendor, including overseeing implementation of system and troubleshooting system after implementation.
- Train as "super-user" for Clinical Management Software system
- Manage and maintain Clinical Management Software, including scheduling, student/preceptor evaluations and records, medical license/board certifications, grades,

NBOME COMLEX Level 2 CE, Level 3, and COMAT scores, immunization records, certificates of liability insurance, etc.

- Initiate student credentialing process and provide all information necessary to commence and complete the rotation including the location, clearance/on-boarding requirements, site applications and orientation procedures for each site.
- Initiate, maintain and assure timely renewal of all affiliation agreements for hospitals, clinics, offices and other training sites.
- Initiate preceptor credentialing process, including verification of licenses and board certifications; complete an annual review of all Clinical Preceptor Faculty credentials.
- Accurately initiate preceptor payments following each clinical rotation block in accordance with preceptor affiliation agreements.
- Follow the Office of Clinical Education policies and procedures regarding the scheduling process.
- Manage Clinical Education paperwork, student/clerkship evaluations and student grades. Paperwork management includes affiliation agreements and student/preceptor credentialing.
- Communicate and educate 3rd and 4th year students by way of oral presentations, newsletters, emails, student meetings, etc., on any clinical education information, rotation updates, rotation reminders, general announcements and/or policy updates.
- Serve as liaison between faculty, preceptors and students on a range of academic, administrative and/or personnel issues as required. Provide prompt feedback to administration regarding problems and successes.
- Serve as main point of contact and lead the training of new Clinical Education Coordinators as additional team members are added to the department.
- Along with the Associate Dean for Clinical Affairs, Community Engagement and Population Health, measure the quality and improvement of the core clinical educational experiences to assure their effectiveness and ensure comparable outcomes across all learning sites.
- Participate in and successfully complete all University required training including, but not limited to, discrimination/harassment prevention and code of conduct.
- Participate in additional training as determined by the Associate Dean for Clinical Affairs, Community Engagement and Population Health.
- Maintain accurate knowledge of accreditation standards for the Commission of Osteopathic College Accreditation (COCA) and other accreditation bodies, as needed.
- Assist in the development of comprehensive accreditation work plans by establishing deliverables, accountabilities, and timelines.
- Perform other job-related duties and special projects as assigned.

Qualifications/ Education:

Education:

- Bachelor's degree in Education, Health Care Administration, Public Administration, Organizational Development, or other personnel-related fields or equivalent work experience required;
- 2 - 3 years clerical office experience;

- Experience in the medical field or medical education preferred.

Skills & Experience

- Knowledge of academic and accreditation standards governing clinical rotations
- Effective and efficient communication of information in a manner suitable for the intended audience; emphasis on written and verbal communication skills, including professional email and telephone skills.
- Demonstrated ability to interact with highly educated professionals including physicians, PhDs, university faculty and staff as well as current students and alumni.
- Familiarity with higher education process and medical terminology;
- Knowledge of form and report development;
- Experience working with sensitive information and maintaining confidentiality;
- Advanced PC knowledge and skills; proficiency with Microsoft Office, including Outlook, Excel, Word, PowerPoint, etc.;
- Efficient organizational and time management skills;
- A demonstrated ability to systematically prioritize and complete multiple projects simultaneously;
- Attention to detail and able to prioritize duties;
- Public speaking skills desired;
- Ability to work independently and within a team environment;
- Commitment to diversity and inclusivity.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Clinical Education Coordinator Lead** in the subject field of the email.