

Job Title:**Clinical Education Coordinator, Proposed College of Osteopathic Medicine****Job Description:**

The Clinical Education Coordinator serves as the primary point of contact for osteopathic medical students preparing for and currently active in clinical rotations (education) as well as for clinical sites and preceptors. The clinical education coordinator will maintain official university clinical evaluations/scheduling records according to administrative policies and the Clerkship Rules and Requirements established for each COM class.

Reports to:**Director of Clinical Education****Classification:****Full-time, Non-Exempt****Essential Duties:**

- Act as a point of contact for osteopathic medical students regarding clinical rotations. They will counsel and advise assigned students regarding their 3rd and 4th year rotation schedules and options. Ensure that the students are meeting their curricular and graduation requirements as outlined in the student handbook and clinical affairs guide.
- 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 (which will include: satisfying all 1st and 2nd year academic requirements, up-to-date and current with ACLS, background check, immunizations, HIPPA and blood-borne pathogens requirements and other requirements) per the CHSU Clinical Affairs Clerkship Rules and Requirements before they begin clinical rotations.
- Audit their students during the 3rd and 4th years to ensure that the students are compliant with all required paperwork, satisfying the clinical curriculum, satisfactory completion of all 3rd year requirements before starting their 4th year rotations and satisfying all graduation requirements before graduation.
- Maintain a record of student's 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 Affairs guidelines and policies.
- Follow the Office of Clinical Affairs Policy and Procedures regarding the scheduling process.
- Manage the paperwork, evaluations and grades for students. Paperwork management includes initiating affiliation agreements and preceptor credentialing.
- Clinical Site Duties

- Each Clinical Education Coordinator will be assigned to several year-long clinical sites for which they will serve as the primary point of contact for that site as well as within COM Clinical Affairs and CHSU
- The Coordinator will perform the following duties as related to the clinical sites:
 - ◊ Function as the single point of contact for the clinical site
 - ◊ Schedule rotations at the site (or site affiliates)
 - ◊ Ensure that the site and preceptor information is up-to-date
 - ◊ Send the site coordinator composite student evaluation feedback (at least twice a year)
 - ◊ Participate as a member of the site visit team (from COM Clinical Affairs)
 - ◊ Work with the site for year-long scheduling and any other rotation requests.
- Participate in and successfully complete all University required training including, but not limited to discrimination/harassment and code of conduct.
- Participate in additional training as determined by the Associate Dean of Clinical Affairs.
- Perform other job-related duties and special projects as assigned.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Director of Clinical Education.

**Qualifications/
Education:**

- Minimum High School degree or equivalent required.
- Associate's degree preferred.
- Three years administrative and/or scheduling experience required.
- 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.
- Excellent interpersonal and customer service skills with emphasis on working with variety of people and personalities.
- Ability to work effectively in a team environment.
- Familiarity with higher education process and medical terminology desirable.
- Knowledge of form and report development.
- Experience working with sensitive information and maintaining confidentiality
- Advanced PC knowledge and skills; proficiency with Access, Excel, MS Work, and PowerPoint.
- Demonstrated multi-tasking skills required.

Salary:

- 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.

CHSU offers competitive wage and benefits packages and is an EEO employer

The proposed College of Osteopathic Medicine is seeking accreditation from COCA and cannot solicit students until successfully achieving pre-accreditation.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **CLINICAL EDUCATION COORDINATOR** in the subject field of the email.