

Job Title:Clinical Clerkship Director, **College of Osteopathic Medicine****Job Description:**

The Clinical Clerkship Director (CCD) provides academic guidance, mentorship, and clinical curriculum support to CHSU College of Osteopathic Medicine ("COM") medical students, supporting their learning through monthly review sessions, occasional instructional presentations, and ongoing precepting responsibilities as applicable. In this role, the physician serves as a specialty resource for students, other preceptors, and COM faculty and staff, and supports specialty-related student groups. Additionally, the CCD assists with curriculum implementation, student evaluations, and mid-clerkship progress checks to help uphold the quality of the medical education program.

This is an at-will administrative position available to clinical preceptor faculty or adjunct faculty, where the incumbent will receive an annual stipend in addition to their regular, hourly adjunct pay or preceptor payment.

Reports to:

Assistant/Associate Dean of Community Clinical Education (AD-CCE)

Classification:

Faculty, Part Time, Non-Exempt

Essential Duties:

The essential functions or job duties of the position are as follows:

Didactic Support

- Participate in at least one review session per month to provide small group mentoring in preparation for the COMAT ("shelf") exam in their specialty.
- Formally present at least two (2) sessions for OMS III students over the course of the academic year.
- Annually review and revise Core Clerkship Syllabi in conjunction with AD-CCE
- Act as a curricular resource for other preceptors within the specialty.
- Serve as a key contact for the Community Clinical Education team for specialty-specific questions.

Career Advising Support

- Provide mentorship for students interested in the specialty. Communicate with students under review and guide them through the SPC process.
- In collaboration with the GME department, compose Letters of Recommendation and or "Chair Letters" for students' residency applications
- Serve as a resource for the student interest group (SIG) for the specialty.
- Periodically provide clerkship check-ins to ensure students meet syllabus requirements and work with staff for remediation if a student faces academic challenges.

Administration

- Participate in admissions interviews (virtually or in-person) at least twice per semester.
- Respond to communications from COM personnel or students within two (2) business days.
- Complete required online Discrimination, Sexual Harassment, and Title IX training and comply with all CHSU and CHSU COM policies, including workplace safety.
- Director is prohibited from providing medical care to students they are assessing, except in extreme emergencies.

**Qualifications/
Education:**

In the execution of job duties, staff must abide by all CHSU policies and procedures. This job description is not intended to be all inclusive and staff will also perform other reasonably related duties as assigned.

Education:

- Terminal Physician Degree (DO or MD), with active California medical license

Licensure & Certification:

- The physician faculty must hold current medical licensure and
- Has had board certification/eligibility at some point in their career in the specialty being taught.

Skills & Experience:

- Experience as medical school faculty, preceptor, and/or GME faculty.
- Preference given to those already serving as clinical preceptors.

Compensation:

This is a stipend position. The Stipend is \$2,100 per month payable on completion of the month.

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 Clerkship Director** in the subject field of the email.