

**Job Title:****Chair of Primary Care / Clinical Educators, College of Osteopathic Medicine****Job Description:**

The Chair of Primary Care will be responsible for the planning, directing, and implementation of programs, policies, and procedures for the Department of Primary Care to ensure the integration of scientifically based, outcome evaluated clinical knowledge and skills, biomedical sciences, and osteopathic principles and practices for pre-doctoral students. The Chair has direct oversight and management of a full time and adjunct physician faculty in the department and will fulfill their clinical, educational, service, and research responsibilities.

**Reports to:**

Associate Dean for Osteopathic Clinical Education, College of Osteopathic Medicine – Clinical Education

**Classification:**

Administration, Full Time, Exempt

**Essential Duties:**

- Prepare and perform formal evaluations for all full time and adjunct physician faculty in the department;
- Prepare financial and budgetary plans and help oversee expenditures of the department;
- Provide mentorship to all full time and adjunct physician faculty in the department;
- Assist in planning and delivering ongoing faculty development activities;
- Participate as a member of the COM leadership team in meetings;
- Preside over department meetings;
- Participate in prospective student interviews and be involved in recruiting and admissions processes;
- Anticipate human resources needs for the department and when the needs arise, coordinate the recruiting and interview process for new faculty and staff and make recommendation for hire to the Associate Dean;
- Direct the education and instruction of medical students and other health care professional students while providing mentorship and motivation for learning, research and scholarly activity in classroom environments, clinical settings, active learning groups, laboratory experience, and research opportunities;
- Be readily available for student advising, tutoring, remediation and academic counseling;
- Many provide professional and clinical services in the Clinic or other clinical settings consistent with training and degree as signed by the Dean;
- Participate in the curriculum development, assessment and modification as part of the college's ongoing quality improvement and assessment program;
- Participate in the training, assessment and evaluation of clinical students and residents, provide feedback and remedial assistance to ensure all core competencies and entrustable professional activities (EPAs) are met;
- Provide feedback and participate in the assessment or evaluation of faculty and staff as part of the University's ongoing quality improvement processes;
- Maintain a personal and professional development plan and portfolio, including documentation of teaching, professional development activities and plans, service provided to college and communities, scholarly activity and research to assure personal growth and continued competency with specialty field;
- Demonstrate the highest standard of professionalism and ethical behavior in all aspects of personal and professional actions and performance;
- Demonstrate and role model an ongoing ability to work cooperatively with students, colleagues, supervisors, and support staff;
- Demonstrate adaptability and the willingness to assist the university and college in fulfilling its mission and vision through teaching, academic administrative duties (course/system coordinator), providing patient care, community service and/or perform special duties as assigned;

## Qualifications/ Education:

- Advance the prestige of the University and College through the personal career advancement;
- Participate in scholarly which includes publications and local and national presentations representing the University and the COM;
- Be willing and able to participate in the continuum of osteopathic medical education;
- Other duties as assigned by the office of the Dean or the Office of the President.

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

### ***Education:***

- DO degree from a COCA accredited school required.
- Current Board Certified in a primary care discipline.

### ***Skills & Experience:***

- Five (5) years academic leadership experience at a COM or in a Graduate Medical Education program;
- Demonstrate leadership skills, delegation skills, and time management skills;
- Demonstrate knowledge of varied curriculum templates;
- Demonstrate ability to mentor and motivate students and peers;
- Demonstrated leadership and productivity in the areas of clinical or professional service, scholarly activity, medical research or education;
- Good standing with all regulatory and governmental boards and agencies;
- Demonstrated leadership and administrative experience in clinical, professional or educational settings, preferred;
- Eligible or hold an unrestricted CA medical license;
- Eligible for coverage by University's malpractice insurer if applicable.

### ***Physical Requirements & Work Environment:***

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. This position may involve travel to meetings and events.

While performing the duties of this job, the employee is regularly required to: remain in a stationary position, engage in prolonged periods of working on a computer, be able to move about inside the office to access file cabinets/office machinery etc., operate a computer and keyboard and other office productivity machinery such as calculators/copy machines/printers. The employee is occasionally required to position self to reach items on the floor and in high cabinetry. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. Employee must be able to communicate with others to exchange information including both over the telephone and in-person communication with callers and community members and be able to read a computer screen and paper documents

### ***Equal Employment Opportunity & Accommodations:***

The University is proud to be an Equal Employment Opportunity employer. The University does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth,

**Compensation:**

breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. If you need assistance or an accommodation due to a disability, you should contact your supervisor or Human Resources.

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](mailto:careers@chsu.edu) and type **Chair of Primary Care / Clinical Educators** in the subject field of the email.