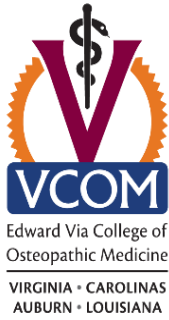


## Position Description



<b>Job Title:</b> Discipline Chair for Psychiatry and Neuro-Behavioral Sciences	
<b>Department:</b> Clinical Affairs	<b>Date:</b> July 28, 2021
<b>FLSA:</b> Exempt	<b>Work Location:</b> Louisiana Campus
<b>Employee Category:</b> T/R Faculty	<b>Work Schedule:</b> As directed in contract
<b>Reports to:</b> Associate Dean for Clinical Affairs	<b>Percent Employment:</b> Full-time or part-time. 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 dues.
<b>Direct Reports:</b> Administrative Assistant	

### I. Job Summary:

The Discipline Chair of Psychiatry assumes the leadership role for providing oversight and implementation of the Psychiatry curriculum for OMSI, OMSII, OMSIII and OMSIV at the VCOM Louisiana Campus. In accomplishing this task, the Discipline Chair of Psychiatry will collaborate with their counterparts at other VCOM campuses. The Discipline Chair of Psychiatry is responsible for the development and teaching of the Psychiatry on-campus course for OMSI and OMSII, as well as the Psychiatry clinical core rotations and elective experiences for OMSIII and OMSIV. This involves recruitment, development, and retention of qualified and credentialed Psychiatric faculty who will serve as on-campus lecturers and clinical preceptors for VCOM students. The Chair will assist in the development and implementation of CME. The Discipline Chair of Psychiatry will work closely with the Associate Dean for Clinical Affairs, and other administrative personnel/faculty to insure that the mission of VCOM is successful.

### II. Job Duties:

1. Assure the development and delivery of the on-campus Psychiatry curriculum, (OMSI and OMSII) serving as course director for Psychiatry. This includes the recruitment, development, and retention of appropriately qualified/credentialed faculty to provide teaching and instruction of the on campus Psychiatry curriculum (OMSI and OMSII).
2. Assure the Psychiatry lecturers submit clinical lectures and appropriate test questions in the appropriate format to Medical Education in a timely manner.
3. Assure the development and monitoring of the Psychiatry Clinical rotations, the on line syllabus, objectives and post rotation exams for the OMS rotations, and other duties as listed in the Chair job description.
4. Develop appropriate test questions for the End of Year Psychiatry Rotation exam.
5. Observe student progress on the Psychiatry rotations and meet with students who are having difficulty.
6. Visit each Psychiatry clinical site annually and meet with the faculty, providing faculty development as needed.
7. Provide on campus duties a minimum of one day per week.
8. Attend the Chair meetings in person or by videoconferencing monthly.
9. Provide appropriate oversight and supervision to staff providing administrative support.
10. Assure the Psychiatry website is appropriately updated and the portal site is kept current for students and a website page for public to see.
11. Serve as a mentor to the Psychiatry Interest Group.

12. Assist in the collaborative development and ongoing updating process of the College curriculum and clinical programs, and participate as required in the college faculty/staff committees charged with this task.
13. Assure the College remains current with policy (federal, state and local), and academic trends within his disciplines.
14. Serve as a liaison for the College with other academic sites, national colleges and agencies, and appropriate entities that align with the Physician's discipline.
15. Maintain knowledge of opportunities for Residency Training and mentor students wisely to choose Psychiatry as a career.
16. Represent the College in a positive and productive manner in areas as assigned by the Dean and Associate Dean of Clinical Affairs
17. Such other duties that fall within the administration of the Physician's discipline as agreed upon from time to time with the Dean and Associate Dean that do not extend past the time commitment the Physician and College have mutually agreed upon.
18. Participate in faculty development and faculty meetings.
19. Obtain/Maintain literacy in your field.
20. Be familiar with and adhere to the administrative and academic practices, policies and procedures of the College as set forth in the Faculty Handbook, College Catalog and College Policies Manual.
21. Submit an annual Faculty Activity report.
22. Participate in committees and student interviews College as assigned by the Dean or Associate Dean.
23. Where applicable, participate in research and other scholarly academic pursuits of benefit to the college to include grant writing for research as applicable.
24. Where applicable, participate in approved professional organizations and activities of benefit to the college.
25. Perform other duties as assigned from time to time by the Associate Dean for Clinical Affairs, and/or the Campus Dean.

### III. **Required Qualifications:**

Education: DO or MD from an accredited medical school

Licensure or certification: Board Certification in Psychiatry (by AOA or ABMS). Licensed to practice medicine in the state of Louisiana.

Experience: Minimum of 5 years clinical experience since successful completion of accredited postgraduate program (residency) in Psychiatry.

Skills required for this position include:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to college values
- Basic computer proficiency
- Exhibit appropriate professional demeanor
- Proven leadership

Preferences are given to applicants who have the following skills or attributes:

- Prior experience in medical student education (clinical teaching/precepting of students and prior experience in post graduate Psychiatry training (clinical teaching/precepting of residents)
- Prior experience in Clinical and/or Basic Bench Research involving Psychiatry, Neurology or Behavioral Science
- Prior publications in the medical and/or behavioral/psychological sciences. (Peer reviewed journal articles, book chapters, books, case reports, etc.)
- Prior experience in administrative medicine where a leadership position has been filled with demonstrated success.

**Successful candidate will be subject to a criminal history background check.**

**Regular, reliable or predictable attendance is an essential function of the job.**

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit; stand (or accommodate for standing); use hands and vision for teaching the osteopathic examination and for teaching / providing treatment; use office equipment such as computers; speak to large and small groups of individuals for teaching; hear heart sounds, lung sounds and conversation for the purpose of teaching students how to hear and interpret those sounds and for practice; perform moderate telephone and poly-com communication / usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to clinical sites, depending upon the location of the core teaching hospitals.

Work environment: Office, clinical practice, classroom, laboratory, clinical skills teaching environments and clinical sites constitute working environments. Outside travel required is 15% to 20% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while includes those required for clinical practice and clinical teaching and prioritizing duties.

**This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.**

**Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.**

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty/ staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

Division Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

President/Provost: \_\_\_\_\_ Date: \_\_\_\_\_