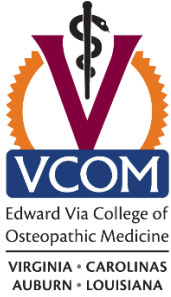


Position Description



Job Title: Discipline Chair for Family Medicine and Osteopathic Manipulative Medicine	
Department: Clinical Affairs	Date: February 2024
FLSA Status: Exempt	
Employee Category: T/R Faculty	Work Schedule: As directed in contract
Reports to: Associate Dean for Clinical Affairs	Percent Employment: Full-time or part-time. The chair duties constitute a minimum of three days per week on campus. 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 duties.
Direct Reports: N/A	

I. Job Summary:

The main functions of the position are to assure the delivery of the Principles of Primary Care and Osteopathic Manipulative Medicine Course on campus and for the recruitment and development of a clinical faculty for on campus teaching and for off campus clinical site training. The person in the position also promotes research and scholarly activity within the Department. College service for this position includes committees for planning and development and participation in the college outreach programs. This position may also be a shared position with a Co-Chair where needed for the Osteopathic Manipulative Medicine (OMM) component on campus. The OMM Curriculum development and delivery is also overseen by a Senior Chair for OMM for all four campuses who assures Consistency of the OMM curriculum across campuses.

The role is consistent with the College’s primary mission. This position is an essential part of multiple departments at VCOM’s Campus, including Family Medicine, Osteopathic Manipulative Medicine, and may be held by one person or more depending upon expertise and workload. This position is a combined academic, administrative and clinical position, with duties that include but are not limited to course oversight on campus, providing lectures, providing mentoring in physical diagnosis and OMM labs, assessment of student proficiency in various settings, and providing faculty development.

When this position is held by the Family Medicine Chair, clinically this position includes oversight of the educational training for third year and fourth year medical students in family medicine. When held by a faculty whose expertise is limited to OMM Chair, this position will have a Co-Chair for the Family Medicine duties. In addition, the Chair will participate in providing medical outreach (local or international) from time to time.

Develops and updates annually the clinical curriculum for the core rotations. Serves as an advisor to students in this specialty for obtaining a residency and as to the choice of this specialty for clinical practice in Family Medicine and ONMM. (Share these duties with an Associate Chair or Co-Chair for OMM when needed). Works closely with the Senior OMM Chair to assure the teaching of and consistency of the OMM Curriculum across campuses. Support the College by serving on committees, providing student interviews, in curriculum development and delivery, and in all areas of the college development. Provides research and scholarly activity.

II. **Job Duties:**

A. On Campus Duties

1. Provide on-campus teaching in areas consistent with the disciplines of Family Medicine and Osteopathic Manipulative Medicine (OMM). Courses include the clinical medicine course, clinical procedural skills, and clinical simulations.
 2. Develop goals and objectives for each lecture, laboratory, or small group case presentation.
 3. Assure an accurate and up to date syllabi if course director.
 4. Collaborate with the Senior Chair for Osteopathic Neuromusculoskeletal Medicine to assure a common ONMM curriculum is maintained across campuses and with the ONMM Chair and faculty on campus to assure the delivery of this curriculum.
 5. Assure the learning materials are consistent with national curricular models recommended for medical students and with the college's mission.
 6. Assure the integration of osteopathic principles and practices in all materials.
 7. Provide materials that prepare the student for COMLEX I and COMLEX II CE.
 8. Participate in planning as a member of the Curriculum Block Subcommittee to assure the alignment of content within the block.
 9. Provide lectures on campus - up to 24 hours of on campus lectures each year.
 10. Participate in the delivery of the physical diagnosis and OMM lab sessions that occur each Tuesday and Thursday.
 11. Assure quality instructional materials on the history and physical have been developed, a presentation is recorded for VCOM TV, and a lecture is given in the classroom that integrates the osteopathic examination as an integral part of the physical diagnosis.
 12. Oversee and assure the standardization of the PPC/OMM teaching faculty in the PPC/OMM curriculum, especially in the Primary Care laboratory demonstrations.
 13. Along with the Senior OMM Chair, and OMM certified faculty on your campus, oversee and actively participate in the development and delivery of the OMM curriculum across the four years of education.
 14. Collaborate with the Simulation Center and across campuses on standardized patient training and testing in your discipline and the grading of the student cases.
 15. Assure the College remains current with primary care and Family Medicine, and Neuromusculoskeletal Medicine, and the academic trends within these disciplines.
 16. 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.
- B. Assist in the development and delivery of Primary Care research within your department,

- C. Oversee the development of Family Medicine faculty for the affiliated rotations in Family Medicine for VCOM students. Visit all Family Medicine core rotation sites at least once in person annually, along with a 6-month follow-up telephone call, to provide feedback to Family Medicine faculty and faculty development as needed.
1. Recruit, develop, and maintain a quality clinical faculty to teach students in your specialty rotation in the core clinical sites. Assure the clinical rotation has the correct patient exposure and the experience is of appropriate quality
 2. Select and develop the regional clinical faculty in collaboration with the Associate Dean and the DSME in the VCOM affiliated clinical sites.
 3. Actively engage in the recruitment of new clinical faculty in your specialty to ensure adequate current and future capacity for clinical rotations in the VCOM core regions
 4. Assure faculty and students have access to the VCOM TV.
 5. Assure faculty and students have access to the VCOM library
 6. Assist with the clinical faculty appointment process of the faculty in your specialty including obtaining or writing required letters of recommendation and assuring all required materials are submitted.
 7. Work with the Director of Clinical Rotations and the Associate Dean for Clinical Affairs to schedule rotations within your discipline
 - a. Annually visit all core sites / core faculty
 - b. Confirm availability annually of core rotations and clinical faculty in these core sites each year
 - c. Work with the DSME and site coordinator to find a replacement rotation/ preceptor for any rotation in your specialty that is cancelled by a preceptor or for any other reason.
 - d. Provide one on one clinical faculty development and provide on-line resources from the college for faculty when making on-site visits especially for those areas identified on the evaluations as areas requiring improvement
 - e. Where appropriate, assure fourth year electives in your specialty area and a separate syllabus with 4th year guidelines to be posted on the website using the designed template and must include osteopathic (ONMM) specific objectives
 - f. Assure the development of a formal third year curriculum for the rotation which is presented through on-line curriculum modalities including website cases, lectures per VCOM TV, and videoconferencing.
 - g. Review your syllabus and curriculum at least annually to ensure it is accurate, appropriate and assures delivery of high-quality didactic education.
 - h. Develop and annually revise the 20 on-line clinical case modules to ensure they are of high quality and relate directly to the objectives in the online syllabus. Assure your end of rotation exam questions are clearly linked to the specific learning objectives presented in the syllabus
 - i. Work collaboratively with the Chairs from the other campuses, develop a post-rotation exam and question banks for two new exams annually on the material. Ensure all your end of rotation exam questions follow NBOME format and relate directly to learning objectives presented in your syllabus
 - j. Review the statistical performance of your exam questions at least semi-annually to ensure they meet the COM standards. Questions not meeting current statistical guidelines should be reviewed, revised, or removed as appropriate to ensure high quality exams

- k. Address any concerns with student performance with the site coordinator, DSME, preceptor and student to assure students behavior, knowledge and clinical skills are meeting the level of expectations
 - l. Serve as the point of contact and resource for students with any questions regarding the rotation including the curriculum, cases, end of rotation exams or issues with the rotation, including site or preceptor concerns
8. Deliver CME lectures for the College from time to time with affiliated osteopathic groups in the states designated by VCOM from time to time.
 9. Serve as a positive advisor / mentor to students regarding your field of medicine including both residency application and the practice of medicine within your field
 10. Provide college service on committees as assigned by the Dean
 11. Serve as the sponsor for the student professional organization within your field. Attend meetings and assist the students to identify speakers
 12. Provide ongoing faculty development for continuous quality improvement of the educational program and the faculty
 - a. Faculty Development of on-campus faculty includes providing faculty development as is identified to improve faculty performance
 - b. Review annual assessments and college outcomes for your rotation and develop topics to address the areas needing improvement
 13. Assist the students to identify fourth year rotations with residency sites, and ensure links to specialty residency information is available, accurate and up to date
 - a. Assure students are exposed to post-graduate training programs in your specialty
 - b. Develop relationships with osteopathic emphasis programs in target regions
 - c. Serve as an advisor for any interest clubs in your field
 - d. Mentor students on opportunities regarding practice within your field.
 - e. Attend and present at VCOM's hospital days and residency fairs as requested by the Associate Dean or Dean
 14. Facilitate clinical research programs within your department
 - a. With the aid of your faculty determine and initiate departmental research preparing a budget identifying any equipment or personnel needs appropriate to accomplish this research
 - b. Mentor VCOM students on case reports and research in your field
 - c. Engage clinical sites where needed or if post-graduate programs are affiliated
 15. Serving on VCOM committees that assure the work of the College
 16. Attend/participate in the Clinical Chairs meeting to facilitate a coordinated clinical education of the VCOM students
 17. Create and distribute a "newsletter" or "discipline update" twice per year highlighting some of the many positive things that are taking place in their discipline as well as keeping preceptors engaged and feeling connected to campus and their Chair.
 18. Gain a sound knowledge of the "Faculty Promotion" process to model by example the desire and motivation to be involved and invested to assist their faculty and preceptors in seeking "advancement" and "promotion in rank", as well as be involved and invested to assisting faculty in preparing an application for promotion

III. **Required Qualifications:**

Education: Must have a Doctor of Osteopathic Medicine degree from an accredited osteopathic medical school

Must be board certified in Family Medicine.

Must be board certified in Neuromusculoskeletal Medicine OR have faculty who serve as ONMM faculty and who work with the Senior Chair for ONMM to oversee the ONMM curriculum. (These duties may also be shared with an Associate Chair or Co-Chair for ONMM on campus.)

Maintain CME credits for licensing and board certification.

Licensed to practice medicine in the state.

Experience: Minimum five (5) years post residency experience in practicing Family Medicine, Urgent Care, and/or Minor Care.

Skills required for this position:

Excellent interpersonal and communications skills

Strong team player

Commitment to company values

Basic computer proficiency

Proficiency in osteopathic manipulative medicine

Preferences may be given to applicants who have the following skills or attributes. Previous experience in academics. Enthusiasm/Energy. Strong work ethic. Open to constructive advice. Willingness to learn. Speaks more than one language. Licensed in multiple states. Additional post-graduate degrees.

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 polices. 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.

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