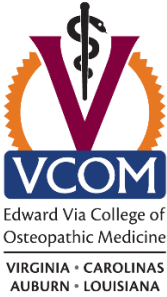


Position Description



Job Title: Discipline Chair for Internal Medicine	
Department: Clinical Affairs	Date: January 2025
FLSA Status: Exempt	Work Location: Virginia Campus
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 two or three days per week. 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:

Primary duty is the oversight of the Internal Medicine clinical education for VCOM students. Responsible as Discipline Chair for the oversight of the teaching and clinical experiences provided by the clinical faculty in VCOM's core clinical sites who teach students in Internal Medicine (and where relevant, certain IM specialties). Develops and annually updates the clinical curriculum and syllabi for the core rotations. Serves as an advisor to students in this specialty and for obtaining a residency and fellowship for clinical practice. Provides on-campus teaching in topics in the specialty field of Internal Medicine. Supports the College by serving on committees, providing student interviews, curriculum development and delivery, and in all areas of the college development. Provides research and scholarly activity as related to Internal Medicine. Participates in OMM and Physical Diagnosis Laboratory.

Where relevant and included in contract, this position may also include oversight of the Clinical Medicine Course. If/when this is applied to this position, the duties of course director will also be attached and apply.

II. Job Duties:

A. Teaching on campus:

1. Provide on-campus teaching in areas consistent with the discipline of Internal Medicine including up to 14 lectures or case presentation small group curricula for the clinical medicine course and participates in the education of students in clinical procedural skills and clinical simulations.
2. Teach topics according to your expertise in the Clinical Medicine Course in other blocks up to 20 hours each year.
3. Develop goals and objectives for each lecture, laboratory, or small group case presentation.
4. Assure an accurate and up to date syllabi for the rotation and any course directed.
5. Collaborate each year with their Internal Medicine counterpart from the other VCOM Campuses to assure a common curriculum is maintained across campuses.

6. Assure the learning materials are consistent with national curricular models recommended for medical students and with the college's mission.
7. Assure the integration of osteopathic principles and practices in all materials.
8. Provide materials that prepare the student for COMLEX I and COMLEX II CE.
9. Participate in planning as a member of the Curriculum Block Subcommittee to assure the alignment of content within the blocks.
10. Annually participate in the VCOM Curriculum Retreat.

B. Assure the development of the core clinical rotation and the clinical faculty for the rotation within your field of medicine in all core clinical sites:

1. Recruit, develop, and maintain a quality clinical faculty to teach students in the Internal Medicine 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 for Clinical Rotations and the Associate Dean for Clinical Affairs to schedule rotations within your discipline.
 - a. Visit all core sites / core faculty annually.
 - 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 and faculty for any rotation in your specialty that is cancelled by a preceptor or for any other reason.
8. 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.
9. Assure the on-line materials provided for the rotation require students to utilize the most recent evidence-based medicine and allows an opportunity for students to participate in student directed learning.
 - a. Review your syllabus and curriculum at least annually to ensure it is accurate, appropriate, and assures delivery of high-quality didactic education.
 - b. 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.
 - c. Assure your end of rotation exam questions are clearly linked to the specific learning objectives presented in the syllabus.
 - d. Work collaboratively with the Internal Medicine Chairs from the other campuses to develop the appropriate number of questions aligned with the objectives in the syllabi, to develop two new post-rotation exams annually.

- Ensure all your end of rotation exam questions follow NBOME format and relate directly to learning objectives presented in your syllabus.
- e. 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.
 - f. Address any concerns with student performance with the clinical faculty member, the Director for Clinical Rotations, and the Associate Dean. When warranted, discuss with the site coordinator and DSME, to assure students behavior, knowledge, and clinical skills are meeting the level of expectations.
 - g. Address concerns related to performance with the student and provide any advice on improvement (if mid-rotation) or for remediation if post-rotation, after assuring the plan is appropriate in conversation with the Associate Dean.
 - h. 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.
 - i. Assure quality clinical experiences for the students. Initially and annually assess and develop the site to assure there are an appropriate number of cases to be seen by students.
 - j. Assure the appropriate role for the student is understood by the clinical faculty member.
 - k. Provide initial faculty development on how to efficiently incorporate the student into the ambulatory and hospital setting.
 - l. Assure the experience is appropriate for the objectives for your rotation.
 - m. Provide ongoing assessment and quality improvement through periodic on-site visits (minimum of 1 per year).
 - n. Update the information on your clinical faculty annually.
10. Periodically deliver CME lectures for the College and affiliated osteopathic groups in the states designated by VCOM.
 11. 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.
 12. Provide college service on committees as assigned by the Dean.
 13. Serve as the sponsor for the student professional organization within your field. Attend meetings and assist the students to identify speakers.
 14. Provide ongoing faculty development for continuous quality improvement of the educational program and the faculty.
 - a. Faculty development of on-campus faculty to improve faculty performance.
 - b. Review annual assessments and college outcomes for your rotation and develop topics to address the areas in need of improvement.
 - c. Provide one-on-one clinical faculty development and provide online resources from the college for faculty when making site visits especially for those areas identified on the evaluations as areas requiring improvement
 15. Where appropriate, assure fourth year selectives in your specialty area exist and a separate syllabus with fourth year guidelines is developed (and include ONMM objectives).

16. 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. Develop relationships with residency and fellowship programs, especially osteopathic emphasis programs in your target region.
 - b. Serve as a positive advisor/mentor to students regarding clinical practice and residencies within your area.
 - c. Serve as an advisor for any clinical specialty interest student organizations in your field.
 - d. Attend and present at VCOM's hospital days and residency fairs as requested by the Associate Dean or Dean.
17. Facilitate clinical research programs within your department.
 - a. With the aid of your faculty, determine and initiate departmental research. Prepare a budget for approval for any equipment or personnel needs associated with this research in advance.
 - b. Mentor VCOM students on research and non-case reports in your field. Annually review student case reports as assigned.
18. Serve on VCOM committees that assure the work of the College.
19. Support the mission of VCOM.
 - a. Participate in outreach or other community service activities of the college (i.e.: Health Fairs, Local or Regional Outreach, Medical Missions).
20. Attend/participate in the monthly Clinical Chairs meeting to facilitate a coordinated clinical education of the VCOM students.
21. Create and distribute a "newsletter" twice per year highlighting some of the many positive things that are taking place in your discipline as well as keeping preceptors engaged and feeling connected to the VCOM campus and you as Chair.
22. Gain a sound knowledge of the faculty promotion process and assist clinical faculty in seeking advancement in promotion by rank. Assist faculty in application preparation
23. Clinical duties: Provide clinical care two or three days per week as designated by your contract (whether by direct employment outside of the College or with your time leased by the College to the employer, depending on whether the contract is full time or part time).
24. Perform other duties as assigned.

III. Required Qualifications:

Education: Doctor of Osteopathic Medicine (DO) preferred (or may be held by an LCME accredited medical school graduate physician (MD) with knowledge of osteopathic principles and practice and a demonstrated knowledge and appreciation of Osteopathic Medicine and Medical Education)

Licensure: State License

Certification: Must have obtained initial board certification and additional certifications to remain current depending upon the state's requirements and the year of graduation of the physician.

Experience: Residency completion in Internal Medicine with a practice history that is/was concentrated in Internal Medicine. Past experience teaching medical students and/or residents in a clinical or academic setting is required.

Other skills important to this position:

- Excellent interpersonal and communications skills
- Skill in empathy and compassion as a role model in patient care
- Strong team player
- Commitment to company values
- Basic computer proficiency

Preferences may be given to applicants who possess any or all of the following skills or attributes:

- General knowledge in primary care and rural medicine
- Current proficiency in Osteopathic Medicine theory and techniques
- Prior teaching experience in classroom or in clinical setting
- Demonstrated ability to achieve proficiency in academics and research

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: _____ Date: _____