



Position Description

Job Title: Medical Director, Master of Health Science in Anesthesia Program	
Department: Anesthesiology	Date: March 3, 2025
FLSA: Exempt	Work Location: Carolinas
Employee Category: Admin/Faculty	Work Schedule: 8:00am-5:00pm, M-F
Reports to: Dean, Master of Health Science in Anesthesia Program	Percent Employment: 40%
Direct Reports: None	

- I. Job Summary:** The Medical Director serves as the pinnacle resource for the clinical education of the students in the Anesthesiologist Assistant Program develop, teach, monitor, and evaluates courses in the basic science, clinical, and simulation/skills development aspects of the graduate program; act as a resource for professional and community connections for personal and professional development; act as an academic adviser for the students and mentor for the comprehensive examinations; remain current in professional area of interest and participate in professional societies and activities, participate in all assigned, required, as well as other related professional services and activities in the MHSA Program.

II. Job Duties:

- 1. Teaching:** Serve as a Course Director for, and deliver, an innovative, integrated Clinical Practicum curriculum and all other coursework as assigned by the administration. Obtain and maintain literacy in your field equivalent to 40% time. As expertise allows, provide instruction in other courses of the curriculum.
 - a. Assist in maintaining a current curriculum map that ensures coordination and relevancy of academic curricula
 - b. Recommend changes in curriculum, policy, and program requirements to the Curriculum Committee, as needed.
 - c. Instruct student learners in simulation-based skills learning activities as needed
 - d. Serve as a primary clinical preceptor of Program students
 - e. Develop a clinical curriculum model that supports the mission of the University and demonstrates congruency with the Program's stated objectives
 - f. Review and guide clinical education initiatives, learning activities and materials
 - g. Prepare and deliver assigned courses in an educationally effective manner
- 2. Service:** Equivalent to 50% time: Participate in candidate student interviews, Program committees and service to the Program as assigned by the Dean.
 - a. Participate in faculty meetings and faculty development
 - b. Assist in the ongoing evaluation of the Program, which includes program review and assessment of student learning objectives
 - c. Prepare and submit reports on course activities, as directed by the Dean
 - d. Recruit new clinical rotation sites and maintain communications with established sites
 - e. Recruit, recommend, and orient new clinical rotation site personnel
 - f. Participate in development and annual revisions of clinical rotation syllabi, evaluation forms, Clinical Rotation Manual, clinical rotation calendar and Clinical Preceptor Manual
 - g. Collaborate with the Clinical Affairs team to conduct audits and ensure students are meeting all clinical curricular requirements
 - h. Attend training events for core site coordinators and clinical preceptors

- i. Review annual site performance analysis reports
 - j. Serve as lead medical expert from the Anesthesiologist Assistant program
 - k. Assist in preparing for the Program's accreditation process by the Accreditation Review Committee for Anesthesiologist Assistant Programs
 - l. Participate in year-end evaluations with Clinical Site Coordinators
 - m. Actively participate in all aspects of the program strategic plan, program growth initiatives and market expansion opportunities
 - n. Evaluate applications for admission, manage personal interviews with applicants, and make recommendations to the Program Director
 - o. Review student feedback pertaining to clinical affiliate sites and clinical instructors
 - p. Maintain standards of clinical performance in accordance with Program objectives, professional standards of practice, regulatory, and accreditation agency standards
 - q. Serve on Progress & Promotions Committee and initiate student remediation and corrective action
 - r. Submit an annual Faculty Activity Report as directed
3. **General:** Equivalent to 10% time: Be familiar with and adhere to the administrative and academic practices, policies, and procedures of the Program, VCOM and Bluefield University as set forth in the Faculty Handbook, Student Handbook and College Policy Manual.
- a. Work in a positive and productive manner with the Dean, the Associate Dean for Academic Affairs, the Medical Directors, and associated faculty in all areas of work.
 - b. Actively participate in all aspects of the program strategic plan, program growth initiatives and market expansion opportunities
 - c. Maintain standards of clinical performance in accordance with Program objectives, professional standards of practice, regulatory, and accreditation agency standards
 - d. Participate in faculty workshops, commencement exercises and other events, as required
 - e. Perform all duties as outlined in the employment contract

III. **Required Qualifications:**

Education: A physician anesthesiologist (DO or MD) having completed accredited residency in Anesthesiology and who possesses an unincumbered certification by the American Board of Anesthesiology.

Licensure: Professional certification as an Anesthesiologist through the American Board of Anesthesiology (ABA); valid professional state license in good standing.

Experience:

- Minimum of five (5) years clinical experience in anesthesiology or closely related field
- Teaching experience at the graduate or undergraduate level
- Organizational committee participation
- A record of community experience
- Ability to mentor students

Skills required for this position include:

- Excellent interpersonal and communication skills
- Strong team player
- Commitment to institutional mission and values
- Basic computer proficiency

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

- Familiarity with the Anesthesiologist Assistant profession

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, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: The incumbent may be exposed to short, intermittent or prolonged periods of sitting or standing in the performance of job duties. The incumbent may be required to accomplish job duties using various types of equipment and supplies including but not limited to, calculators, computer keyboards, telephones, writing utensils, etc. The incumbent may be required to transport oneself to other campus offices, conference rooms and other off-campus sites.

Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal. The pace of the work requires rapid pace to synthesize and organize large volumes of material while prioritizing duties.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge or 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, the 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 faculty/ staff to maintain a positive attitude in all working relationships with all VCOM departments, employees, students, prospective students, and colleagues and to treat all others engaged in the duties of the employment, with mutual respect.