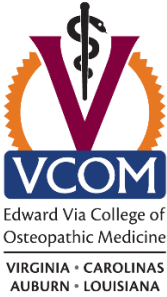


Position Description



Job Title: Course Director for Clinical Medicine	
Department: Clinical Affairs	Date: May 2025
FLSA Status: Exempt	Work Location: Carolinas Campus
Employee Category: T/R Faculty	Work Schedule: As directed in contract
Reports to: Associate Dean for Medical Education and Associate Dean for Clinical Affairs	Percent Employment: Full-time or part-time. The Course Director duties constitute two or more days a week depending on teaching commitments.
Direct Reports: N/A	

I. **Job Summary:**

The Course Director for Clinical Medicine is responsible for building and promoting a positive academic learning environment for faculty and students by making assignments, reviewing content, and teaching within the Clinical Medicine Course. The Course Director collaborates with administration, faculty, and staff to ensure that education is consistent across all campuses.

II. **Job Duties:**

1. Assure the syllabus is completed and followed each block. Work with the Clinical Medicine Course Directors from the other campuses to assure consistency of education across campuses.
2. Review all test questions and revise the questions submitted by faulty teaching within this course when needed.
3. Review content of clinical material submitted to assure consistency of objectives and that the content follows the objectives.
4. Assign the topics to the appropriate clinical faculty, working closely with the Dean and the Associate Dean for Medical Education to assure to utilize those faculty contracted to teach from VCOM (faculty employed by the college full time and part time to teach in the subjects/blocks).
5. Teach topics according to your expertise in the Clinical Medicine Course in other blocks a minimum of 45 hours each year.
6. Participate in cardiopulmonary and other IM related simulations.
7. Work with administration and faculty to develop new methods of curriculum delivery including interactive classroom sessions, new technologies for teaching, and the use of clinical cases following pre-reads of pertinent content.
8. Assure clinical laboratory information is embedded within cases and presentations to reinforce clinical laboratory interpretation.
9. Assure the clinical faculty from the various specialties and primary care are assigned the topics within the clinical medicine course prior to the beginning of each year. Work with the Associate Dean for Medical Education in those assignments.
10. 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.