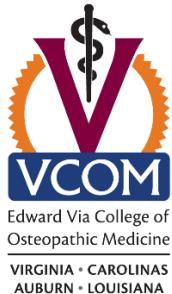


Position Description



Job Title: Discipline Chair for Osteopathic Manipulative Medicine (OMM)	
Department: Clinical Affairs	Date: January 2026
FLSA: 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: Educational Specialist	

I. Job Summary:

Provides on-campus teaching in the specialty field of Osteopathic Manipulative Medicine (OMM). Oversees the clinical faculty on VCOM's Core clinical sites who teach students in this specialty. 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. Supports 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. Teaching on Campus:

1. Provide on-campus teaching in areas consistent with the discipline of 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 those teaching from the other VCOM Campuses to assure a common curriculum is maintained across campuses.
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. 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 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.
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 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
 - 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 site coordinator, DSME, preceptor and student to assure students behavior, knowledge and clinical skills are meeting the level of expectations
 - g. Inform the Associate Dean for Clinical Affairs of any concerns
 - 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 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. Deliver CME lectures for the College from time to time with affiliated osteopathic groups in the states designated by VCOM from time to time.
- 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 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
 - c. 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
- 15. Where appropriate, assure fourth year selectives 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
- 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. 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 a positive advisor/mentor to students regarding clinical practice and residencies within your area
 - d. Serve as an advisor for any interest clubs in your field
 - e. Mentor students on opportunities regarding practice within your field.
 - f. 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 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
- 18. Serving 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 (CRC Health Fair, Local or Regional Outreach, Medical Missions)
- 20. Attend/participate in the Clinical Chairs meeting to facilitate a coordinated clinical education of the VCOM students

21. 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.
22. 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
23. Clinical Duties: Provide clinical care two or three days per week as designated by your contract
24. Perform other duties as assigned.

III. Required Qualifications:

Education: Doctor of Osteopathic Medicine (DO) or Medical Doctor (MD)

Licensure or certification: State Medical License

Experience: Residency Completion (field of specialty rotation or equivalent credentials); Board Eligible/Board Certified; clinical practice experience in their specialty field; experience with the education of medical students and/or residents in an academic setting

Other skills important to this position:

- Excellent interpersonal and communications skills
- 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 (or ability to develop proficiency) in Osteopathic Manipulative 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 a required 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 and 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 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 conflict with or to eliminate or modify, in any way, the “at will” employment status of VCOM employees. Employees under contract with VCOM are subject to the terms of employment stated within the employment contract.

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 agree 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.