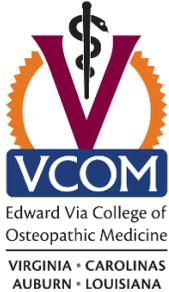


## Position Description



<b>Job Title:</b> Director for Clinical Rotations	
<b>Department:</b> Anesthesiology	<b>Date:</b> March 1, 2026
<b>FLSA:</b> Exempt	<b>Work Location:</b> Auburn Campus
<b>Employee Category:</b> Administrative Staff	<b>Work Schedule:</b> M-F, 8:00am – 5:00pm
<b>Reports to:</b> Dean, Anesthesiologist Assistant Program	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> None	

### I. **Job Summary:**

The Director of Clinical Rotations is the administrative lead for all aspects of the clinical practicum, including developing and implementing recruitment strategies for clinical rotation sites, shepherding clinical faculty/preceptors through the onboarding process, facilitating and participating in clinical interviews, tracking and reviewing clinical evaluations, servicing clinical sites and Coordinators, and engaging in effective community outreach to expand the Program's excellent rotations throughout the Alabama, Georgia and Florida.

### II. **Job Duties:**

1. Assist the Assistant Program Director for Clinical Affairs with the Core Rotations Presentation and Selection Process.
2. Visit the clinical sites a minimum of once per year and meet with students and Site Coordinators to resolve any questions or concerns.
3. Create and distribute proposed schedules to Site Coordinators once assignments are determined
4. Assist in the development and maintenance of the Clinical Practicum experience, recruitment, and marketing plans with the purpose of promoting the Program's viability and general recruitment efforts of clinical rotation sites.
5. Process grades for all clinical rotations at end of each rotation period
6. Coordinate development and annual revisions of clinical rotation syllabi, evaluation forms, Clinical Rotation Manual, clinical rotation calendar and Clinical Preceptor Manual
7. Perform annual site performance analysis reports
8. Maintain and distribute clinical rotation schedule
9. Develop and oversee a Program visitation program for prospective clinical preceptors
10. Oversees employer survey schedule, clinical site evaluation and clinical preceptor assessment data for collation and reporting
11. Updates, develops, and maintains schedule of professional development calendar for Clinical Preceptor network
12. Oversee the Implementation of the Clinical Practicum at the Affiliated Hospital Sites.
  - a. Distribute to the Clinical Site Coordinators the names of the students assigned to their site for the upcoming year, along with proposed schedules.
  - b. Collect CVs from students.
  - c. Assure Site Coordinators receive immunization records, letters of good standing, and student CVs.
  - d. Oversee the Site Coordinators to assure they schedule and confirm the rotations with the preceptors.

13. Serve as the liaison between the students and the MHSA Program.
14. Host site coordinators on campus annually and arrange a staff development program.
15. Serve as primary Program liaison to VCOM for utilization of VCOM Student Housing
  - a. Determine the locations of VCOM student housing with the Assistant Program Director
  - b. Inform the students of VCOM student housing locations
  - c. Inform all students of the rules for staying in VCOM housing and ensure rules are posted in the house and enforced
  - d. Collect housing requests from students and forward to VCOM
16. Assure the completion of all paperwork for Clinical Practicum rotations.
  - a. Bring to the attention of the Assistant Program Director and/or Medical Directors of any rotations where the student has had a less than satisfactory evaluation
  - b. Notify the students who have not completed evaluations of preceptors/site that they must complete the evaluations by the end of the 90-day requirement to receive credit.
  - c. Notify the student and preceptor regarding the need to have the evaluation completed for rotation credit.
  - d. Notify Assistant Program Director of any delinquent evaluation grades.
  - e. Track all student absences during the Clinical Practicum, both excused and unexcused, to ensure compliance with MHSA's attendance policies
17. Oversee preceptor payments
  - a. In February and July, work with the Assistant Program Director for Clinical Affairs to compare the Clinical Rotations Records received with the Preceptor Evaluations. Once approved and signed, forward to the Accounts Receivable Office for processing. Once checks are written and signed, mail to the preceptors.
18. Assure that clinical information on both the website and clinical handbook are up-to-date and accurate
  - a. Annually review and assure the updates of the student manual and catalog for the Clinical Rotations
19. Assure the currency of all contracts, affiliation agreements, or staff appointment letters
  - a. Inform the Dean of any contracts and agreements that are not up to date or need to be renewed or revised
  - b. Assure all sites used have affiliation agreements in the affiliation agreement manual
  - c. Assure all faculty serving as preceptors have a faculty appointment and an active agreement
  - d. Assure an updated clinical faculty list annually for each site and keep the electronic database current for that site current
20. Perform other duties as assigned.

### III. **Required Qualifications:**

Education: Bachelor's Degree from Accredited Institution or equivalent experience (see below)  
Licensure or certification: none required

#### Experience:

This position will demand that the individual be self-motivated and detail oriented, with the ability to work proactively. This position will also require strong communication and organizational skills, and the ability to work cooperatively in a fast-paced office environment.

Skills required for this position include:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Basic computer proficiency including Microsoft Office Suite

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

- Advanced organizational skills and project management experience
- Advanced training in Microsoft Suite

**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; use office equipment such as computers; speak to large and small groups of individuals for teaching; 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 other campuses or meetings.

Work environment: Office environment. Outside travel required 10% to 20% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

**This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.**

- 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 other engaged in the duties of the employment, with mutual respect.