



## Position Description

<b>Job Title:</b> Discipline Chair for Obstetrics and Gynecology (OB/GYN)	
<b>Department:</b> Clinical Affairs	<b>Date:</b> February 2026
<b>FLSA:</b> Exempt	<b>Work Location:</b> Louisiana Campus
<b>Employee Category:</b> T/R Faculty	<b>Work Schedule:</b> As directed in contract
<b>Reports to:</b> Associate Dean for Clinical Affairs	<b>Percent Employment:</b> 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.
<b>Direct Reports:</b> Administrative Assistant	

### I. Job Summary:

The role of OB/GYN Chair is two-fold. The Chair is responsible for developing and maintaining curriculum and the didactic teaching of this curriculum during the Reproductive System and Women's Health pre-clinical block. The Chair also is tasked with recruiting and maintaining the OB/GYN clerkship sites, upholding rotation curriculum and standards during the clinical years.

### II. Job Duties:

1. Oversee the organization and administration of the college's OB/GYN Department including the clinical curriculum in years one through the third year core and the Core OB/GYN Rotations in the Louisiana campus affiliated sites.
2. Provide an annual faculty development for the Department according to assessments.
3. Organize the faculty into a department and provide monthly online dialogue via email or videoconferencing and annual departmental retreats.
4. Provide an avenue for site faculty to have open discussion and feedback on curricular and student issues.
5. Serve as the Director for the OB/GYN Curriculum throughout the blocks in OMS 1 and OMS 2.
6. Review faculty performance in your discipline annually with the assistance of the Associate Dean for Medical Education and the Associate Dean for Clinical Affairs.
7. With the assistance of the Website Director, organize a Discipline Chair webpage, providing needed faculty and student information on the webpage. Assure the webpage serves as a positive reflection of the College and VCOM to the public.
8. Oversee the Assistant Chair for OB/GYN department in the development of the OB/GYN clinical sites, and in the duties that include the evaluations of preceptors and grades on the post rotation exams and the feedback provided to the faculty based on these evaluations.
9. Participate in the development of the Female-Pelvic Standardized Patients, OSCES and Simulated Patients.
10. Precept students and residents within the clinical practice as part of the faculty member's contract with the College.
11. Assure the College remains current with Obstetrics and Gynecology academic trends and policy (federal, state, and local).

12. Serve as a liaison for the College with other academic sites, national colleges and agencies, and appropriate entities that align with the Physician's discipline
13. Represent the College in a positive and productive manner to students, faculty, and the public at all times.
14. Participate in an OB/GYN practice as an employee, acknowledging that neither VCOM nor the College administers or operates this clinical site and will have no oversight of the clinical services provided. Participate in faculty development and faculty meetings.
15. Assist with the planning and delivery of CME as available.
16. Obtain/Maintain literacy in your field.
17. Submit an annual Faculty Activity Report.
18. Be familiar with and adhere to the administrative and academic practices, policies and procedures of the College as set forth in the Faculty Handbook, College Catalog and College Policies Manual.
19. Participate in committees, interviews or other service to the College as assigned by the Dean, within the timeframe of the lease.
20. Obtain and maintain necessary credentialing for Medicaid, Medicare and other third party payers as well as such hospital privileges as may be appropriate in connection with the clinic sites.
21. Attend monthly Chairs meetings for the purpose of planning and continuous quality improvement.
22. Serve as one of the Advisors for the OB/GYN Club.
23. With the approval of the District, participate in COM's International or US outreach programs, providing free medical care and preventive services.
24. Perform other duties as assigned.

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

**Education:** Must have a D.O. or M.D. degree from an accredited medical school. Completion of a Residency in Obstetrics and Gynecology. Maintain CME credits.

**Licensure or Certification:** Board Certification in Obstetrics and Gynecology. Licensed to practice medicine in the state of Louisiana.

**Experience:** Minimum five (5) years post residency experience in practicing Obstetrics and Gynecology. However, minimum 10 (ten) years post residency experience suggested.

Skills required for this position:

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

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

- Clinical experience
- Surgical experience
- Teaching experience

- Curriculum development experience

**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/Provost: \_\_\_\_\_ Date: \_\_\_\_\_