



Position Description

Job Title: Associate Dean for Clinical Affairs	
Department: Clinical Affairs	Date: July 2026
FLSA: Exempt	Work Location: Louisiana Campus
Employee Category: Administrative Faculty	Work Schedule: As directed in contract
Reports to: Campus Dean	Percent Employment: 100%
Direct Reports: Clinical Department Chairs, Faculty/Staff	

I. **Job Summary:**

Associate Dean of Clinical Affairs for the Louisiana Campus. Directs the activities of the Clinical Affairs Division at the VCOM Louisiana Campus.

II. **Job Duties:**

1. Oversee and assure all activities for the Clinical Affairs Department as it relates to the OMS 3 curriculum and clinical sites for the Louisiana Campus.
 - a. Assure the development and maintenance of the clinical affiliations for the Louisiana campus
 - b. Assure the appropriate number of clinical rotations exist for all of OMS 3 students in each clinical site
 - c. Oversee the Directors of Student Medical Education in the hospital sites assigned in assuring this occurs
 - d. Meet with DSMEs annually in person and hold quarterly meetings by videoconference, skype, or other distance means
 - e. Assure the delivery of the educational program delivery and proctored testing at individual clinical sites
 - f. Assure the OMM monthly sessions are held on each site.
2. Oversee the Clinical staff to include the Directors of Clinical Rotations (3rd year) in the duties of
 - a. scheduling of student rotations and their work with the site coordinators
 - b. assuring timely and effective response to student issues
 - c. providing testing oversight at the assigned sites
 - d. assuring all affiliation agreements are completed for 3rd year
 - e. orientation of students to the clinical sites
 - f. orienting and working with additional clinical support staff support as hired
3. Develop and maintain good relationships with local and regional hospital systems for the implementation of the clinical education program
4. Assure a sound academic program exists in the clinical sites through the Clinical Assessment Process that exists.
5. Oversee the clinical chairs, assuring the completion of their duties to include:
 - a. OMS I & II curriculum development and delivery
 - b. OMS III development and delivery
 - i. VCOM TV lectures
 - ii. Website development and online cases
 - iii. VCOM education days
 - iv. Clinical objectives and end of rotation exams

- v. Each Clinical Site evaluations, visits, and faculty development for the site
 - vi. Assure feedback to students having difficulty on rotations
 - vii. Remediation for failed rotations
- c. Engagement, education and oversight of clinical faculty at assigned sites
- 6. Develop and maintain good relationships with the local, regional, state and national professional organizations that are associated with the practice of medicine
- 7. Work with the Director of the Simulation Center in the development and delivery of Simulation programs within the Center to include OMS 2 and OMS 3 end of year testing, SP testing in the first two years, simulations in the clinical curriculum, and clinical procedural skills. Participate in Post-graduate Testing.
 - a. Participate in small group reviews (SGRs),
 - b. Participate in clinical procedural skills where appropriate, and
 - c. Participate in simulations each block..
- 8. Oversee the expenditures in the Clinical Affairs budget, assisting the Dean in budget development for the Clinical program
- 9. Oversee the hiring and orientation of Clinical Chairs as well as new faculty on and off campus, with final approval of hire from the Dean.
- 10. Assure on campus clinical faculty are engaged in teaching, research and scholarly activity and service annually
- 11. Review and submit an annual faculty activity report on each faculty member in order to help set departmental goals
- 12. Participate in or Chair Committees as directed by the Dean or President
 - a. Promotion Board
 - b. APT Committee
 - c. Curriculum Oversight
 - d. Other committees as assigned
- 13. Assure the COCA accreditation standards regarding Clinical Affairs are adhered to on your campus and at the clinical sites assigned
- 14. Prepare a state of Clinical Affairs semiannually for the Board report
- 15. Attend the AOA, AODME and AACOM meetings annually, along with your specialty meeting.
- 16. Actively participate in the development and planning of all clinical programs for VCOM, to include meeting with the Associate Dean counterparts on the other campuses, twice yearly
- 17. Assure all Clinical Chairs and Clinical Course Directors provide complete and consistent course syllabi to students through the website or other directed means
- 18. Assure that VCOM remains current with educational trends and perform educational research when possible. Seek funding for such research if possible.
- 19. Participate in 2 VCOM International trips each year.
- 20. Participate in a minimum of 2 VCOM Appalachian trips each year.
- 21. Perform other duties as assigned.

III. **Required Qualifications:**

Education: D.O. degree from an accredited osteopathic school or M.D. degree from a LCME accredited school.

Licensure or certification: Board certified by the AOBME or ABME in the field of practice, grandfathered in to AOBME or ABME field with no maintenance of certification required or needed for position. Experience: Minimum of 5 years of experience teaching medical students.

Skills required for this position:

Excellent interpersonal and communications skills and Strong team player

Commitment to company values and mission of the institution

Basic computer proficiency

Preferences may be given to applicants who are AOBME or ABMS Board certified, have prior experience as a Clinical Teaching Faculty or Program Director, or have prior experience as a Clinical Chair of a medical school department or division.

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 Polycom 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 an exempt position under the Executive exemption status because the primary function of the candidate/employee is managing several positions and is also an Administrative Officer of the College.

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: _____