



Position Description

Job Title: Discipline Chair for Pediatrics	
Department: Clinical Affairs	Date: August 2026
FLSA: Exempt	Work Location: Louisiana 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: Administrative Assistant	

I. Job Summary:

The main functions of the Pediatrics Chair position are to assure:

1. The recruitment and development of a high quality clinical faculty for on campus teaching (Clinical Medicine lectures for years 1 and 2) and for off campus clinical site training (years 3 and 4)
2. The provision and assurance of a high quality, integrated, four-year clinical curriculum

The role of the Pediatrics Chair in administering the clinical department includes the following:

1. Assure the delivery of a high quality curriculum on campus that meets national standards for quality and content, and is appropriate for accreditation standards.
2. Assure quality clinical experiences for the students in the departmental field.
3. Assure clinical research programs for the department.
4. Assure students are exposed to osteopathic post-graduate programs in the VCOM/OMNEE affiliated sites and provide linkages to AOA programs beyond the VCOM and OMNEE sites.
5. Serve as a positive advisor / mentor to students regarding clinical practice within your area.

II. Job Duties:

Explanations and details of the chair position:

1. Creating/maintain a high quality curriculum
 - a. Develop an outline of the content, with goals and objectives that are consistent with:
 - i. National curricular models recommended for medical students in your field.
 - ii. The college's mission and curriculum structure.
 - iii. Assuring good performance on COMLEX and shelf exams.
 - iv. Assures the integration of Osteopathic principles and practices.
 - b. Serve as a course and/or Block Director. Assure all materials developed for the curriculum are of high quality including:
 - i. Lectures delivered in years one and two in your field / course(s).

- ii. Assure participation in clinical expertise laboratories including physical diagnosis and simulated medicine.
 - iii. Utilize and assure your departmental faculty utilizes:
 - 1. Quality outlines and power-point,
 - 2. On-line TV lectures,
 - 3. Video demonstrations with instruction embedded,
 - iv. Assure the competency based curriculum and simulated medicine laboratories related to your field.
 - v. Assure the standardized patient and OSCE evaluations for competency within your field.
 - c. Assure a quality faculty on campus and in your clinical sites for the delivery of the curriculum
 - i. Selection of an on campus faculty in conjunction with the Associate Dean and Dean
 - ii. Selection and development of regional clinical faculty in conjunction with the Associate Dean and VCOM clinical sites
 - iii. Provide ongoing faculty development for continuous quality improvement of the educational program
 - d. Coordinate with Associate Deans and College Chairs to assure the planning for content and delivery are aligned with other topics within the system. Serve on the Block Curriculum and Assessment Planning Committees.
 - e. Faculty Development of On-Campus faculty
 - i. Monthly faculty/department meetings with a development topic each time.
 - ii. Annual overview of curriculum (and any laboratories) with orientation to assure consistency
 - iii. One on one mentoring of departmental faculty
2. Assure the Clerkship experience is of high quality
- a. Initial assessment and development of the site to assure there are:
 - i. Approximate number of cases to be seen by students
 - ii. The appropriate role for the student is understood
 - iii. Initial faculty development of how to incorporate the student into the ambulatory setting (office) and the hospital setting occurs
 - b. Provide ongoing assessment and quality improvement during.
 - i. Periodic on-site visits (1 per year)
 - ii. Departmental meetings (annual face to face and invite to your meetings those who can attend by teleconference or computer)
 - iii. Educational modules on line and/or VCOM TV.
 - iv. CME meetings with faculty development for your clinical faculty
 - c. Assure the development of a formal third year curriculum through on-line curriculum including website cases, lectures per VCOM TV, and a formal rotation guidelines.
 - d. Delivery from time to time of CME lectures for the College with affiliated groups
 - e. Where appropriate, assure fourth year selectives are available in your field for students and develop fourth year rotation guidelines. Where possible assure relationships that promote fourth year rotations with family medicine residencies (OMNEE and other Osteopathic residencies) to assure the student has opportunities for family medicine residencies.

- f. Update the website annually to available and affiliated osteopathic family medicine residencies.
3. With the aid of your faculty determine and initiate departmental research preparing a budget and any equipment or personnel appropriate to accomplish this research.
4. Under the direction of the Dean and Associate Dean, assure the development of and linkages to postgraduate programs within your specialty.
 - a. If a post graduate program is aligned with the college's mission and is appropriate for VCOM students the chair should:
 - i. assist in the initial affiliation with the site
 - ii. if osteopathic approval is not present, assist the site to develop a relationship within OMNEE.
 - iii. assist OMNEE sites with the implementation a consortia structure for the sharing of educational resources/academics so to lead to the highest delivery of academics.
 - iv. meet with and develop relationships with additional osteopathic programs of high quality, where possible at sites our students are most likely to locate in our target region.
5. Serve as an advisor for students in your discipline.
 - a. Serve as an advisor for any interest clubs in your field
 - b. Mentor what your field has to offer, options of training, and other topics of interest.
 - c. Present to the student organization and other meetings where appropriate, the osteopathic postgraduate training programs that exist, and assure your website includes those opportunities.
 - d. Provide one-on-one advising as needed.
6. Webpage development/maintenance
 - a. Assure the website is maintained and updated at a minimum annually
 - b. Assure your web site has the following components:
 - i. Welcome and overview of the practice of family medicine
 - ii. Curriculum guide for years one and two
 - iii. Third and fourth year clinical rotation and curricular guides
 - iv. Introduction to the third year Pediatrics rotation
 - v. Important information for your fourth year Pediatrics rotation
 - vi. Encounter logs and evaluation forms
 - vii. Clinical Rotation information for each site that includes:
 1. A note from the preceptor,
 2. Description of the rotation (inpatient vs. outpatient vs. both, number of patients the student should expect to see, etc.)
 3. Rotation expectations (where to go the first day, time to arrive, call expectations, etc.)
 4. Any preparations the student should do before the rotation
 5. Location, map, address, phone number, contact person and when to contact, etc.
 - viii. Post-graduate opportunities in OMNEE and other osteopathic residencies you believe to be of high quality

- ix. Clinical cases updated annually (these should include the highest quality information, with articles/EBM to support), the cases should utilize the latest in technology to assure they are interesting and follow an interactive format
- x. Link to VCOM TV with outline of expected videos each student should watch while on the third or fourth year rotations
- c. For the purpose of faculty development the departmental website should include:
 - i. Ambulatory precepting skills including (examples):
 - a. Time efficient teaching in the office-based setting
 - b. Orienting your practice to having a medical student
 - c. Utilizing patients and patient cases for teaching
 - d. Feedback models
 - e. How to utilize the on-line Clinical Cases and on-line lectures for time efficient teaching
 - f. Assessing the student (Setting expectations, two week interval, and final assessment)
 - ii. Hospital based precepting skills
 - a. Includes (a-f) above and bedside teaching
 - iii. Links to school wide faculty development including:
 - a. Making a medical presentation,
 - b. Writing a case report,
 - c. Creating a syllabi
 - d. Writing exam questions
 - e. Providing feedback
 - f. Managing the difficult student
 - g. PowerPoint
 - h. Excel
 - i. Microsoft Word
 - j. Other computer tools

7. Perform all duties as outlined in the employment contract.

8. Perform other duties as assigned from time to time by the Associate Dean, the Vice Dean, or the Dean.

III. **Required Qualifications:**

Education: DO or MD from accredited medical school.

Licensure: Licensed to practice medicine in the state of Louisiana.

Certification: Board certified in field of Pediatrics.

The Physician shall for academic purposes however be considered full time faculty as the Physician provides clinical teaching in the practice site location. The Physician shall then be provided full faculty benefits exclusive of employee benefits.

The Physician has never been excluded from a Medicare, Medicaid or any other government assistance program.

The Physician has never had medical staff or clinical privileges suspended, terminated or limited by a health care facility.

The Physician has never been charged by or found guilty of any form of professional misconduct by any governmental licensing agency.

Skills required for this position include:

- 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:

- Subspecialty in Pediatric field/s
- Expertise in Clinical Pediatric field/s or areas
- Active in Research (Researcher and Publisher)
- National/International Speaker on field of expertise
- Leadership position in academic/clinical areas

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, disability, or protected veteran status.

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: _____