



Position Description

Job Title: Discipline Chair for Internal Medicine	
Division: Clinical Affairs	Date: September 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 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 dues.
Faculty and Staff Directly Reporting to this Position: Clinical Coordinator, Clinical site faculty for this discipline, and Clinical faculty on campus in the specialty	

I. Job Summary:

Primary duty is to provide on campus teaching in the specialty field of Internal Medicine and oversee the medical student education by the clinical faculty within the discipline in the core clinical education sites. Collaborates with faculty from VCOMs other campuses to annually update the clinical curriculum and exams. Serves as individual advisors to students regarding Internal Medicine, by supporting the student specialty organization monthly, and by assisting those who choose the Internal Medicine specialty to obtain a residency. Supports the College by serving on standing committees and promotion boards. Participates in the student interview process. Engages in research and scholarly activity. Attends the monthly Clinical Chairs Meeting to assess the quality of the clinical education program for VCOM students.

II. Job Duties

A. Teaching:

- i. Oversee the on-campus curriculum specific to Internal Medicine (whether a course or within a course) and to
- ii. Oversee the clinical faculty who are teaching in the core clinical sites for Internal Medicine.
- iii. Responsible to the Associate Dean for Clinical Affairs who serves as the Division Chair for oversight of the core clinical faculty and core clinical rotations and to the Associate Dean for Medical Education as to their on-campus teaching.
- iv. Responsible to the Associate Dean for Research and the Vice Provost for Research for any clinical research conducted and for facilitating mentoring of student research.
- v. Provide on-campus teaching in areas consistent with the field. Courses include clinical medicine course, clinical procedural skills, and clinical simulations.
- vi. Develops goals and objectives for each lecture, laboratory, or small group case presentation.
- vii. Assure an accurate and up to date syllabi if serving as a course director.
- viii. Collaborates with the Chair from the other VCOM Campuses to ensure a common curriculum is maintained across campuses.

- ix. Assure the learning materials are consistent with national curricular models recommended for medical students and with the college's mission.
- x. Assure the integration of osteopathic principles and practices in all materials.
- xi. Provide materials that prepare the students for COMLEX I and COMLEX II CE and COMLEX PE exams.
- xii. Participates in the Campus Curriculum Committee to assure the alignment of content within the block.
- xiii. Annually participates in the VCOM Curriculum Retreat.

B. Oversight of OMS 3 Clinical Site Experiences:

- i. Recruit, develop, and maintain a quality clinical faculty to teach students in Internal Medicine in the core clinical sites and maintain the clinical rotation curriculum for rotations in Internal Medicine (and where appropriate, subspecialties related to your field).
- ii. Assure the clinical rotation has the correct patient exposure and the student experience is of appropriate quality.
- iii. Assure the appropriate role for the student is understood by the clinical faculty member and provide faculty development on the art of clinical teaching at the bedside or in the ambulatory setting and how to efficiently incorporate the student into the ambulatory and/or hospital setting.
- iv. Annually provide assessment of all core sites/core faculty with activities to include;
 - a. The initial assessment of the site as to appropriate number of cases and case mix.
 - b. A confirmation annually for core rotations for the upcoming year.
 - c. The replacement of clinical faculty where needed (working with the DSME, site coordinator, and Associate Dean to find a replacement).
 - d. Ongoing recruitment of new clinical faculty as needed in Internal Medicine to ensure adequate current and future capacity for students in VCOM core regions.
- v. Assure the core clinical faculty have access to the curriculum, are aware and prepared for any changes, and have access to the VCOM library.
- vi. Assist the clinical faculty with their faculty appointment process including writing the required letters of recommendation and assuring all required materials are submitted.
- vii. Assist the Director of Clinical Rotations and the Associate Dean for Clinical Affairs with the student assignments annually by assuring with the clinical faculty their participation for the upcoming year and/or a replacement to schedule core rotations.
- viii. Assure the development of a formal third year curriculum for the rotation which is presented through on-line curriculum modules/cases. Provide supplemental materials as needed (such as presentations per VCOM TV and videoconferencing where needed).
- ix. Assure the curriculum provided for the rotation requires students to utilize the most recent evidence-based medicine and allows an opportunity for students to participate in self-directed learning.

- x. Review your syllabus and curriculum with the Chairs from the other VCOM campuses annually to ensure it is accurate, appropriate and delivers a high quality educational content.
- xi. Develop and annually revise the on-line clinical case modules to ensure they are of high quality and relate directly to the objectives in the online syllabus. Assure the end of rotation exam questions are clearly linked to the specific learning objectives presented in the syllabus. Assure your syllabus contains the required ONMM objectives.
- xii. Work collaboratively with the Chairs from the other campuses, develop a post-rotation exam and question banks for a minimum of two new exams and one remediation exam annually.
 - a. Ensure all your end of rotation exam questions follow NBOME format of COMLEX CE and relate directly to learning objectives presented in your syllabus. Review the statistical performance of the exam questions (with the other chairs) at least annually to ensure they meet the COM standards, and revise or remove questions as appropriate to ensure high quality exams.
- xiii. Address any concerns with student performance that may arise by the clinical faculty preceptor and meet with the Associate Dean for Clinical Affairs (as he/she has collective knowledge of the student over all rotations), to determine the most appropriate way to address the student issue.
- xiv. Serve as the point of contact and resource for students with any questions regarding the core rotations in Internal Medicine including the curriculum.
- xv. Update the information on your clinical faculty members annually.
- xvi. Attend and deliver CME lectures for the College with affiliated professional osteopathic organizations in the states designated by VCOM. (ie: VOMA, SCOMS, ALOMA, and NCOMA).
- xvii. Serve as a positive advisor / mentor to students regarding Internal Medicine including both residency application and the practice of medicine within your field.
- xviii. Provide college service on committees as assigned by the Dean.

C. Oversight of OMS 4 Clinical site Experiences:

- i. If a Clinical Chair for a fourth-year rotations exclusively, (as E.M.) assure fourth year rotations in Internal Medicine area exist for the required core rotations, in a number to accommodate the student needs.
 - a. Visit those sites a minimum of every other year and communicate via ZOOM technology or Polycom on any year that you do not have an on-site visit.
 - b. Establish rotations in sites where residency programs in your field exist for students with an interest in your specialty.
 - c. Prepare a syllabus for the rotation and update the syllabus annually.
- ii. All Clinical Chairs will assist the Associate Dean and DSME by annually updating the objectives for the fourth-year specialty rotations syllabi related to the Chair's field and assuring all syllabi have ANMM objectives incorporate.
- iii. Assure students have access to specialty rotations in Internal Medicine exist for the OMS 4 year.

- i. Assist students seeking exposure to post-graduate training programs related to your specialty and assist the interested students to identify fourth year elective rotations with residency sites in Internal Medicine.
- ii. Provide links to specialty residency information that is available, accurate and up-to-date.
- iii. Develop relationships residency programs and assist the residencies with osteopathic emphasis programs in target regions in recruitment of VCOM students.
- iv. Attend and present at VCOM's days to mentor students on residency and any GME fairs as requested by the Associate Dean or Dean.

D. Research Duties:

- i. Facilitate clinical research programs within your department.
- ii. With the aid of the faculty determine and initiate departmental research preparing a budget identifying any equipment or personnel needs appropriate to accomplish this research.
- iii. Mentor VCOM students on case reports and research in Internal Medicine.

E. Support the Mission of VCOM: Participate in the outreach and/or community service activities of the college (includes Health Fairs, Free clinics, and local or Regional Outreach that involves students and/or the VCOM Medical Missions) where possible.

F. Clinical Practice: Unless otherwise stated within the contract, all Chairs provide clinical care two or three days per week on times/days designated by the contract. The clinical care must involve a practice that provides VCOM medical student education.

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

III. Qualifications:

A. Required Qualifications:

- i. Education: Doctor of Osteopathic Medicine (DO) or Medical Doctor (MD)
- ii. Licensure: State medical license
- iii. Training and certification: Residency and/or Fellowship completion (in the field of specialty rotation or a in the core discipline with a concentration of practice in the field rather than fellowship) Board Eligible/Board Certified in Internal Medicine.
- iv. Clinical experience: Clinical practice experience in Internal Medicine represented
- v. Academic experience: Experience with the education of medical students and/or residents in an academic setting

B. Additional Skills Important to this Position:

- i. Excellent interpersonal and communications skills and timely responses by email communication
- ii. Strong team player with a positive attitude
- iii. Commitment to company values
- iv. Basic computer proficiency with the Microsoft suite

C. Preferences may be given to applicants who possess any or all of the following skills or attributes:

- i. General knowledge in primary care and rural medicine.

- ii. Current proficiency (or ability to develop proficiency) in Osteopathic Manipulative Medicine theory and techniques.
- iii. Prior teaching experience (whether in classroom setting, in clinical setting, in CME, or in residency setting).
- iv. Demonstrated ability in leadership needed to achieve proficiency in academics and research.

The successful candidate must be eligible to work in the United States.

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- I. **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.

- II. **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: _____