



Position Description

Job Title: Discipline Chair for Surgery	
Department: Clinical Affairs	Date: September 2026
FLSA: Exempt	Work Location: Virginia 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.
Direct Reports: Administrative Assistant, clinical site faculty	

I. Job Summary

Primary duty is to provide on campus teaching in the specialty field of Surgery 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 advisor to students regarding Surgery, by supporting the student specialty organization monthly, and by assisting those who choose the Surgery 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:

1. Assure the development and delivery of a high-quality curriculum on campus that meets national standards for quality and content and is appropriate for accreditation standards.
 - a. Develop surgical correlations for the anatomy laboratory. (Assist in Anatomy laboratory if working full time).
 - b. Develop and assure the surgery curriculum within the clinical medicine course, working with the course director.
 - c. Display educational expertise through the development of learning objectives, lecture materials, and test questions associated with coursework related to existing curricular aspects of surgical disciplines, and the delivery of the appropriate curriculum and any remediation which may be required
 - d. Develop and provide an outline of the core surgery rotation 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. Assuring the integration of Osteopathic principles and practices.

- e. Assign and review all curriculum materials developed to assure:
 - i. Quality lectures and/or case presentations are delivered in years one and two within your field of expertise
 - ii. Your departmental faculty utilize the following college resources:
 - 1. quality outlines and power-point,
 - 2. on-line TV lectures,
 - 3. video demonstrations with instruction embedded,
 - 4. competency based curriculum
 - f. Appropriate testing methods including the development of validated exam questions and questions banks, and clinical site evaluations for basic student competency within your field
 - g. Coordination of all curriculum planning with the Chairs from the Carolinas and Auburn VCOM campuses by:
 - i. Quarterly communication with the Co-Chair
 - ii. Annual participation in a curriculum retreat
 - iii. Planning with the Associate Deans in Curriculum Block subcommittees to assure the planning for content and delivery are aligned with other topics within the system.
 - h. Participation in the small group and online Standardized Patient grading and reviews at scheduled times each block
 - i. Participation and sometimes lead in on-campus clinical skills workshops that include surgery topics.
2. Develop and maintain a quality clinical faculty for on campus and clinical site delivery of the curriculum.
- a. In conjunction with the Associate Dean for Clinical Affairs and Campus Dean provide curriculum in surgery where needed and assure faculty are identified for surgery areas outside your expertise. It is anticipated the Chair will deliver at least 60% of surgical topics on campus.
 - b. Develop and maintain a regional clinical faculty in conjunction with the Associate Dean for Clinical Affairs and the VCOM DSME at the affiliated clinical sites.
 - i. Assist the DSME and Associate Dean to actively engage new clinical faculty in your specialty and to ensure adequate current and future capacity for surgical clinical rotations for VCOM students.
 - ii. Follow up with any recommended or interested physicians in your specialty to determine their suitability for core faculty precepting and fourth year surgical selectives.
 - iii. Assist with the clinical faculty appointment process for preceptors in your specialty including obtaining or writing required letters of recommendation and gathering of other required information
 - c. Work with the Director of Clinical Rotations, Associate Dean for Clinical Affairs and Director of Fourth Year Rotations to schedule rotations within your discipline.
 - i. Annually confirm availability of student rotations assigned to preceptors in your clinical specialty and work with DSME to identify new faculty when needed.

- ii. Work with the DSME, Regional Dean, and site coordinator to find a replacement rotation / preceptor for any rotation in your specialty that is cancelled by a preceptor or for any other reason
- 3. Assure quality clinical experiences for the students in the Chair's field of expertise.
 - 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).
 - 1. See review of student composite evaluations above
 - 2. Must complete site evaluation review located on VCOM portal for each site visit
 - 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 modalities including website cases, lectures per VCOM TV, and videoconferencing.
 - i. Review your syllabus and curriculum at least annually to ensure it is accurate, appropriate and assures delivery of high quality didactic education
 - ii. Revise all cases annually to ensure they are of high quality and relate directly to the objectives found in the online syllabus
 - iii. Assure your end of rotation exam questions are clearly linked to the specific learning objectives presented in your syllabus
 - iv. Ensure all your end of rotation exam questions are follow NBOME format and relate directly to learning objectives presented in your syllabus. Continue to develop, new, high quality exam questions on an annual basis as directed by the Associate Dean in order to assure a robust question bank to be utilize for end of rotation and end of year testing
 - v. Review the statistical performance of your exam questions at least semi-annually to ensure they meet the COM standards. Questions not meeting current statistical guidelines should be reviewed, revised or removed as appropriate to ensure high quality exams.
 - d. Address any concerns with student performance with the site coordinator, DSME, preceptor and student to assure students behavior, knowledge and clinical skills are meeting the level of expectations. Inform the Associate Dean of any concerns that are addressed.
 - e. Serve as the point of contact and resource for students with any questions regarding their curriculum, cases, end of rotation exams or issues with the rotation, including site or preceptor concerns.
 - f. Delivery from time to time of CME lectures for the College with affiliated groups (ie: VOMA, SCOMS, and NCOMA).

- g. Where appropriate, assure fourth year selectives are available in your field for students and develop fourth year rotation guidelines for those selectives related to your field of specialty. These guidelines must be posted on the 4th year website using the Clinical Affairs designed template and reviewed or updated annually.
- h. Where possible provide opportunities (and rotations) that promote fourth year rotations with residencies within OMNEE and/or other Osteopathic residency sites.
- i. Update your website at least annually (see #4 below)
 - i. See above under curriculum. Ensure your online syllabus is accurate and of high quality. Ensure your reading assignments, cases and any video lectures are consistent with your assigned learning objectives.
 - ii. Update the information regarding your clinical faculty at least annually
 - iii. Ensure links to specialty and residency information are accurate, up-to-date and of high quality

4. Webpage Development

- 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
 - ii. Curriculum guide for years one and two
 - iii. Third and fourth year clinical rotation and curricular guides
 - iv. Introduction to the third year core rotation
 - v. Important information for fourth year rotations
 - vi. Encounter logs and evaluation forms
 - vii. Clinical Rotation information for each site that includes:
 - 1. A personal note from the faculty member/preceptor,
 - 2. A description of the rotation (inpatient vs. outpatient vs. both, number of patients the student should expect to see, etc.)
 - 3. The clinical site 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. The 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. Your 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 (see above information as well)
 - x. Link to VCOM TV with outline of expected videos each student should watch while on the third or fourth year rotations
- c. The departmental website for faculty should include:
 - i. Ambulatory precepting skills including (examples):
 - 1. Time efficient teaching in the office-based setting
 - 2. Orienting your practice to having a medical student

3. Utilizing patients and patient cases for teaching
 4. Feedback models
 5. How to utilize the on-line Clinical Cases and on-line lectures for time efficient teaching
 6. Assessing the student (Setting expectations, two week interval, and final assessment)
 - ii. Hospital based precepting skills for clinical faculty
 1. Includes (1-6) above and bedside teaching
 - iii. Inform faculty of Links to school wide faculty development including:
 1. Making a medical presentation,
 2. Writing a case report,
 3. Creating a syllabi
 4. Writing exam questions
 5. Providing feedback
 6. Managing the difficult student
 7. PowerPoint
 8. Excel
 9. Microsoft Word
 10. Other computer tools
5. Participate in clinical research programs conducted by the surgical department or in collaborative programs
 - a. With the aid of your faculty determine and initiate departmental research preparing a budget identifying any equipment or personnel needs appropriate to accomplish this research.
 - b. Engage clinical sites (off campus as well as on campus) where possible
 6. Assure students are exposed to osteopathic post-graduate training programs in the VCOM/OMNEE affiliated sites and provide information on and/or linkages to AOA programs beyond the VCOM and OMNEE sites.
 - a. Under the direction of the Campus Dean and Associate Dean for Clinical Affairs, assure the development of and linkages to postgraduate programs within your specialty.
 - b. 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. Assist the site to develop a relationship within OMNEE if needed
 - iii. Assist OMNEE sites with the implementation a consortia structure for the sharing of educational resources/academics
 - iv. Meet with and develop relationships with additional osteopathic programs outside of OMNEE that are of high quality and are located at sites within our target region.
 - v. Develop relationships with osteopathic programs and allopathic programs outside the target region where specialty residency positions are unavailable in our target region.

7. Serve as a positive advisor / mentor to students regarding clinical practice within your area.
 - a. Serve as an advisor for any interest clubs in your field
 - b. Mentor students on opportunities within your field, options of training, and other topics of interest. May be required to present at VCOM hospital day or residency fairs as requested by the Associate Dean
 - c. Provide a presentation to the student organization that identifies the osteopathic postgraduate training programs that exist, and assure your website includes these opportunities.
 - d. Provide one-on-one advising as needed.
8. Serving on VCOM committees that assure the work of the College.
9. Support the mission of VCOM
 - a. Participate in outreach activities of the college from time to time (CRC Health Fair, Local or Regional Outreach, Medical Missions)
10. Attending/participation in the Clinical Chairs meeting to facilitate a coordinated clinical education of the VCOM students
11. Perform other duties as assigned as assigned from time to time by the Associate Dean for Clinical Affairs, and/or the Campus Dean

III. **Required Qualifications:**

Education:

- Doctor of Osteopathic Medicine (DO) or Medical Doctor (MD)

Licensure or certification:

- State of Virginia Medical License
- Passed Board Certified in Surgical Specialty and maintain licensure since that time

Experience:

- At least 3 years of clinical practice experience in the field of surgery
- Experience with the education of medical students and/or residents in an academic setting.

Other skills important to this position:

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

Preferences may be given to applicants who have a general knowledge and proficiency in Osteopathic Manipulative Medicine theory and techniques and, prior research and administrative experience.

**Successful candidate will be subject to a criminal history background check.
Regular, reliable or predictable attendance is a required 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 conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees. Employees under contract with VCOM are subject to the terms of employment stated within the employment contract.

- 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 based on 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 agree 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 for 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: _____ Date: _____