Position Description

<table>
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<tr>
<th>Job Title: Administrative Assistant – PPC/OMM</th>
<th>Date: May, 2020</th>
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<tr>
<td>Department: Clinical Affairs</td>
<td>Work Location: Louisiana Campus</td>
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<tr>
<td>FLSA: Non-Exempt</td>
<td>Work Schedule: M-F, 8a – 5p</td>
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<td>Employee Category: Classified Staff</td>
<td>Percent Employment: 100%</td>
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<tr>
<td>Reports to: Discipline Chair for OMM;</td>
<td>Direct Reports:</td>
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<tr>
<td>Associate Dean for Clinical Affairs</td>
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I. **Job Summary:** Working under the supervision of the Chairs for the departments of PPC and OMM, the full-time Administrative Assistant performs a wide range of administrative and office support activities for the department and/or supervisors to facilitate the efficient operation of the organization. Provide quality administrative support by displaying sound judgment, accuracy, diplomacy, confidentiality and discretion

II. **Job Duties:**

a. Coordinate and maintain student and preceptor records for the two departments, which include, but not limited to, rotation master schedules, rotation exam grades, student rotation logs, and preceptor files.

b. Prepares and coordinate faculty and student lab schedules for OMS 3- OMS 4 courses as needed
   i. Maintain hourly log for monthly OMM Workshop lectures all OMM Faculty.
   ii. Prepare and coordinate OMM Practical Schedules
   iii. Assist in maintain OMM faculty calendars as needed.
   iv. Assist in Schedule Lab make-ups when needed with the OMM Chair or other OMM Physicians

c. Work closely with Clinical Affairs personnel regarding student rotation schedules, exams, and student placement.
   i. Assist Chair and in arranging clinical rotations as needed.
   ii. Maintain file for 3rd yr. Encounter Logs, Mid-term Evaluations for Primary Care Department.

d. Track monthly OMM curricular requirements and provide data to the Department of Clinical Affairs and Clinical Assessment Coordinator
   i. Work with site coordinators at each regional site to ensure attendance roster is maintained ensuring all OMS3 students attend a monthly OMM workshop at either VCOM or their assigned clinical region. Maintain a master attendance document based on data provided from individual site coordinators.
   ii. Ensure monthly OMM educational log is received from each student which documents attendance at monthly OMM session. Provide report to Clinical Affairs each month indicating student’s submission of OMM educational logs and which students are delinquent from the prior rotations.
   iii. Work with the OMM chair to ensure that all clinical sites receive a copy of the monthly OMM workshop curriculum - this will include the objectives,
links to ACOFP videos, associated text resources and link to video recorded by the OMM chair or their designee on VCOM TV. For sites with barriers to the ability to view videos on VCOM TV, a DVD with the supporting VCOM video should be sent to the site coordinator for distribution to the precepting OMM faculty at the site.

iv. Assist the OMM chair in reserving the required space for the end of month OMM workshops as well as ensuring the adequate number of tables are set up.

c. Coordinate and organize teacher associates the AMM schedules as well as work closely with Medical Education to assign students to ECE experience.

f. Communicate on a monthly basis with third year students regarding their upcoming rotations.

g. Preparation of evaluations on preceptors, and other necessary materials.

h. Ensure submission of all necessary faculty credentialing information (CV, state license, board certificate, etc.). Assist the Department of Clinical Affairs and the Site Coordinators in obtaining all documentation required for the appointment and reappointment of physicians within the departments of PPC/OMM. Work with the respective Chairs to ensure they contact any new clinical faculty members and assist them in providing the Chair letter of recommendation when required.

i. Maintain and update office Outlook calendar for the OMM department chair to coordinate work flow (lectures, meetings, site visits, labs, etc.)

j. Assist the OMM Chair in the ongoing monitoring of and revision of both 3rd and 4th year OMM department website and portal to ensure all information is of high quality, accurate and up to date.

k. Assure that each OMM individual clinical site’s instructions are kept updated and accurate for student reference.

l. Input all end of rotation exam questions into ExamSoft software. Assist the chair in the evaluation of exam performance statistics and in posting any modifications to exam questions based on the statistical data provided.

m. Create and modify documents using word processing, spreadsheet, database and/or other presentation software such as Microsoft Office.

n. Assist with the setup and cleanup of all Procedural Skills labs throughout the year.

O. Assist in special events, such as VCOM Hospital Day, White Coat Ceremony, and graduation.

p. Perform other duties as assigned in order to support of the Department of OMM and the Clinical Affairs Division.

III. Required Qualifications:

Education: Bachelor’s or Associate Degree or equivalent experience.
Licensure or certification: n/a
Experience: One to three years prior experience in office management preferred

Other skills important to this position:

- Knowledge of principles and practices of basic office management and organization, including information gathering and monitoring
- Be highly organized, detailed-oriented and able to multi-task in a fast-paced environment
• Ability to work well either alone or as part of a team
• Excellent interpersonal and communications skills
• Strong team player
• Commitment to organization’s values
• Knowledge of Microsoft Office, telephone protocol, and email applications
• Excellent customer service skills in dealing with executive level administrators, physicians, business executives, and faculty and professional students.

Preferences may be given to applicants who have experience with medical terminology and operation of medical education protocol and operations.

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

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

III. 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; use office equipment such as computers; speak to large and small groups of individuals for teaching; 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 other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

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 and 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 other 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 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: ________________