Position Description

<table>
<thead>
<tr>
<th>Job Title: Director for Third Year Clinical Rotations</th>
<th>Date: March 15, 2020</th>
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<tbody>
<tr>
<td>Department: Clinical Affairs</td>
<td>Work Location: Virginia Campus</td>
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<tr>
<td>FLSA: Exempt</td>
<td>Work Schedule: M-F 8-5</td>
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<tr>
<td>Employee Category: Administrative Staff</td>
<td>Percent Employment: 100 %</td>
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<tr>
<td>Reports to: Associate Dean of Clinical Affairs</td>
<td>Direct Reports: Clinical Site Coordinators</td>
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</tbody>
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I. **Job Summary:**
Oversee 3rd year students and Site Coordinators in the processes and requirements of the Third Year Clinical Program and associated clinical rotations.

II. **Job Duties:**
1. Assist the Associate Dean for Clinical Affairs with the Core Rotations Presentation and Core Site Selection Process.
   - a. Prepare presentation and present to upcoming third year class
   - b. Assist second year students with site visits, if necessary
   - c. Assure core site information is available to class
   - d. Discuss and implement the match process with the assistance of the Associate Dean of Clinical Affairs.
   - e. Assist students with questions regarding the selection process scheduling meeting times with students as needed
   - f. Participate in the clinical rotation match student assignment as directed by the Associate Dean of Clinical Affairs.
   - g. Distribute final site assignments to students, site coordinators and DSMEs
   - h. Create and distribute proposed schedules to Site Coordinators once assignments are determined or have Site Coordinators complete proposed schedule for student rotations
   - i. Work with site coordinators, DSMEs, Department Chairs, and Chairs Assistants to:
      1. Develop rotation schedules for all students at each core site
      2. Arrange alternative rotations / replacements in the case that a preceptor cancels or is no longer able to provide a clinical rotation.

2. Oversee the Implementation of the Third Year Clinical Program at the Affiliated Core Sites
   - a. Communicate with Site Coordinators the names of students assigned
   - b. With the Director of Fourth Year, serve as the primary point of contact for a broad range of logistical support for Site Coordinators
   - c. Work with the Clinical Affairs team to update the Site Coordinator website
   - d. Oversee the Site Coordinators to assure the Third Year Clinical Program requirements are met for each student assigned and that Site Coordinators schedule and confirm the rotations with the preceptors.
   - e. Assure site coordinators and DSMEs are holding case presentations and submitting required evaluation forms.

3. Ensure completion of requirements for students to participate in clinical rotations including:
   - a. Arrange for and collate results of student drug screen and discuss any positive results with the Associate Dean for Clinical Affairs
   - b. Complete the criminal back-ground check
   - c. Complete photo grids for each core site
d. Complete letters of good standing  
e. Work with students to complete Curriculum Vitae  
f. Work with students to complete needed paperwork that is specific to sites or health systems.  
g. Assure Site Coordinators receive immunization records, drug screens, and background checks (if requested), letters of good standing, and student CVs Complete the criminal background check.  

4. Serve as the liaison between the third year students and VCOM  
   a. Enable the answering of all questions and/or concerns of students that cannot be resolved with the DSME and Site Coordinator  
   b. Visit the clinical sites a minimum of once per year and meet with students and Site Coordinators to resolve any questions or concerns.  
   c. Where possible problem solve to resolve any student difficulties according to the student manual.  
   d. Meet with Clinical Chairs, Faculty, Site Coordinators, and DSMEs as necessary and appropriate.  
   e. Timely responsiveness to student concerns.  

5. Assure Site Coordinators are oriented and trained to include training upon appointment and ongoing training. This responsibility will be shared with the Director of Fourth Year Clinical Rotations. Orientation and training includes:  
   a. Use of Portal  
   b. Student Schedules  
   c. Requirements including:  
      i. Case presentations  
      ii. OMM Workshops  
      iii. Procedure logs  
      iv. Evaluations (student and preceptor)  
   d. End of Rotation Exams  
   e. Attendance and Excused Absences  
   f. Invoicing  
   g. Clinical Faculty Appointment  
   h. Overview of student handbook and policy updates  
   i. VCOM Housing  

6. Coordinate with the Clinical Assessment Coordinator in regards to the End of Rotation (EOR) testing and Educational Days  
   a. Assure Site Coordinators are administering EORs according to VCOM policies on the assigned date and time  
   b. Assure the Clinical Assessment Coordinator provides OMS-3 students with their EOR testing assignments and instructions, including make-up and remediation exams  
   c. Assure that core sites are holding OMM Workshops according to the 3rd year curriculum  
   d. Ensure the administrative assistant for OMM obtains documentation and verifies that all OMM Workshops are done at their core site either in conjunction with end or rotation exam day or as a separate program along with student attendance rosters in order to track student participation in OMM curriculum  

7. Assist with COMPE and End-of-Year Testing as appropriate  
   a. Work with the SIM Center to assure the COMPE schedule is communicated to 3rd Year students and that all students schedule and attend this simulation testing  
   b. Provide appropriate information to assist the COMPE grading team  
   c. Work with Clinical Affairs staff to coordinate Awards Day and Picnic for 3rd year class during End of Year Testing Week
8. Manage VCOM Student Housing
   a. Determine the locations of VCOM student housing with the Dean and the Associate Dean
   b. Inform the students of VCOM student housing locations
   c. Facilitate housing requests, as needed
   d. Inform all students of the rules for staying in VCOM housing and ensure rules are posted in the house and enforced
   e. Work with area Site Coordinators to ensure all VCOM housing sites are professionally cleaned annually
   f. Assign and oversee housing where no Site Coordinator is available
   g. Assure lease agreements are up to date and filed with the finance department. Inform the Associate Dean of any impending lease expirations or proposed adjustments
   h. Inform the Associate Dean of any concerns with VCOM housing
   i. Ensure new housing leases are included into lease tracker
   j. Review student feedback monthly regarding the adequacy of VCOM housing and discuss with the Associate Dean as necessary
   k. Review Site Coordinator housing check-out information monthly

9. Assure the completion of all requirements for third year rotations.
   a. Obtain monthly reports from the Clinical Education Coordinator to ensure Student Evaluations, Site Evaluations, Case Presentations, Exam Grades, and other requirements are being posted in a timely manner
   b. Bring to the attention of the Associate Dean any rotations where the student has had a less than satisfactory evaluations (in coordination with the Clinical Assessment Coordinator).
   c. Notify the students who have not completed evaluations of preceptors/site that they must complete the evaluations to receive credit.
   d. Enter into the portal any evaluations that are not submitted on-line
   e. Notify Site Coordinators of any missing evaluations so they can contact the student and preceptor regarding the need to have the evaluation completed for rotation credit.
   f. Review monthly evaluation report for completion and to identify any unsatisfactory grades. Notify Associate Dean of any delinquent evaluation grades.
   g. Track all OMS-3 absences, both excused and unexcused to ensure compliance with VCOM’s attendance policies
      1. Ensure that all Site Coordinators, preceptors and DSMEs are aware of and are enforcing VCOM attendance policy
      2. Keep records of all excused absence requests
      3. Document all absences on Portal Inform the Associate Dean of any unexcused absences which require referral to the Promotion Board.
   h. Work with Clinical Assessment Coordinator and the Registrar to ensure grades are posted to the portal and 3rd year students are cleared for 4th year.

10. Annually review the 3rd year clinical information on the VCOM website, Clinical Faculty Handbook and VCOM Course Catalog to ensure that all information is current.

11. Oversee the creation and approval of Altered Degree Plans of Study (ADPOS)
   a. Develop Altered Degree Plans of Study (ADPOS) for students who are delayed in their academic progress for any reason in collaboration with the Associate Dean for Clinical Affairs and in coordination with other pertinent parties such as the Center for Success, Registrar, and Financial Aid
   b. Obtain required signatures from Dean, Associate Dean for Clinical Affairs, and the student
   c. Work with appropriate Site Coordinator to alter the student’s schedule according to ADPOS.
d. Prepare a monthly status report on third year students on ADPOS to be disseminated during the Monthly Status Meeting hosted by Financial Services

12. Attend Clinical Affairs meetings as well as Clinical Chairs meetings.

13. Assist the Clinical Affairs Administrative Assistant in assuring all faculty serving as preceptors have a faculty appointment and an active agreement

14. Assist with planning and implementation of Hospital Day, Core Site Fair, Student Clinician Ceremony, DSME/Site Coordinator Retreat and other events as needed

15. Perform other duties as assigned.

III. Required Qualifications:

Education: Bachelor's Degree from Accredited Institution with master's degree preferred. Equivalent training and experience will be considered.

Licensure or certification: none required

Experience: Experience within a healthcare or medical college environment preferred.

This position requires a self-motivated and detailed oriented individual who enjoys a challenging level of responsibility, works proactively and can be routinely available to address the needs of students, core site staff, and college leadership. This position demands strong organizational skills and the ability to work cooperatively in a fast-paced office environment with a sense of urgency expedient response. Additionally, this position requires professional communications, which are often of a nuanced and sensitive nature, with osteopathic medical students, campus faculty including clinical Chairs, staff, college leadership (Provost, Dean, Associate Deans), and key faculty and staff at generally distant core clinical training sites (Directors of Student Medical Education and Site Coordinators) as well as with positional equivalents on other campuses under this college.

Other skills important to this position:

Excellent organizational, interpersonal and communications skills
Strong team player
Commitment to company values
Basic computer proficiency including Microsoft Office Suite

Preferences may be given to applicants with advanced organizational skills and project management experience, as well as advanced competency with the Microsoft Suite.

The successful candidate will be subject to a criminal history background check.

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

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.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.
Work environment: Office environment. Outside travel required 25% of time. The noise level in the work environment is usually minimal.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgment 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.

IV. VCOM core values: The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows 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 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.

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.

The employee is expected to adhere to all VCOM polices. VCOM faculty/staff are to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents.

Employee Signature: _____________________________   Date: _______________

Approvals:

Associate Dean: _______________________________  Date: _______________

Dean: _______________________________ Date: _______________

President: _______________________________ Date: _______________