Associate Dean for Pre Doctoral Clinical Education

Reports to: Vice President for Academic Affairs and Dean

Summary: In conjunction with the Associate Dean for Preclinical Education, is administratively responsible for Year III and Year IV of the curriculum as well as those components of clinical education that occur in Year I and II of the curriculum. Oversees and directs the academic, administrative, financial and public relations functions for the West Virginia School of Osteopathic Medicine (WVSOM) Statewide Campus (SWC) program including the supervision of the Regional Assistant Deans. Serves as the administrative supervisor for the Division of Clinical Science faculty.

Specific Job Functions:
- Under the leadership of the Vice President for Academic Affairs and Dean, and in cooperation with the other Deans, is responsible for the entire Year III and Year IV clinical education program as well as those components of clinical education that occur in Year I and Year II.

- Supervises the Clinical Sciences Department Chair, Regional Assistant Deans, Clinical Evaluation Center Medical Director, Statewide Campus Managing Director and other staff in the Pre Doctoral Clinical Education area as assigned.

- Ensures the development and implementation of the curriculum.

- Spends time reviewing current literature in order to recommend implementation of new and innovative curricular programs to the Vice President for Academic Affairs and Dean, in order to assure that WVSOM maintains a “cutting edge” educational program.

- Oversees the evaluation and assessment process.

- Works with the Vice President for Academic Affairs and Dean and the other Associate and Assistant Deans to direct the WVSOM Statewide campus program.

- Recruits and supervises SWC Assistant Regional Deans ensuring the consistent application of WVSOM policies and procedures throughout Year III and Year IV programs. Ensures that SWC Assistant Regional Deans are monitoring the
progress and performance of students based within his/her Statewide Campus (SWC) region during years three and four of the curriculum.

- Helps lead the faculty in the design and definition of the clinical curriculum and in the development of educational policy consistent with the mission of the School

- Identifies, evaluates, counsels, and advises faculty who teach in the clinical education curriculum

- Responsible for clinical education student guidance, mentoring, and counseling

- Along with the Assistant Dean, reviews all site visit reports and logs submitted by students for their rotations. In cooperation with others, is responsible for communication with faculty and students.

- Works with the other Deans to evaluate, counsel, and advise faculty in meeting their responsibilities

- Prepares and administers the budget for the entire clinical education area

- Approves purchases of supplies and equipment and maintains purchase records

- Develops and initiates in-service and leadership training

- Recommends prospective adjunct clinical faculty to the Vice President for Academic Affairs and Dean

- Site visits all clinical site regularly and as appropriate

- Responsible for originating and obtaining affiliation agreements and all other required documents from teaching sites

- Acts as the repository for all clinical affiliation agreements

- Serves on the Mountain State Osteopathic Post-Doctoral Training Institutions (MSOPTI) Academic Steering Committee and the MSOPTI Board

- Oversees and directs the Objective Structural Clinical Exam (OSCE) program for clinical education

- Serves as ex-officio member of the WVSOM Student Promotions Committee and Curriculum Committee

- Is an active member of the President’s Forum and the Dean’s Advisory Council
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- Responsible for knowledge of all AOA and AACOM requirements for accreditation

- In conjunction with the Vice President for Graduate Medical Education & Rural Outreach assures that the Rural Health Initiative (RHI) program is being fully implemented as per Higher Education Policy Commission requirements

- Teaches and facilitates as requested by the Vice President for Academic Affairs and Dean

- Demonstrates an ability to effectively lead faculty and staff in the overall direction, coordination, and evaluation of the institution. Carries out supervisory responsibilities in accordance with the State’s policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- Performs other related duties as assigned by the Vice President for Academic Affairs and Dean

Qualifications
- Earned Degree as Doctor of Osteopathic Medicine (D.O.) from a COCA accredited college of osteopathic medicine. Candidate must be board certified.
- Eligible for a current license to practice osteopathic medicine in the State of West Virginia.
- A minimum of five (5) years of experience in academic administration and medical education at the level of Associate Dean, Assistant Dean, Department Chair, Director of Medical Education, and/or Residency Program Director is required.
- The candidate should have a working knowledge of affiliation agreements.
- The successful candidate will have strong leadership skills with experience with budgets, effective management, and a background in health policy. Must have excellent communication and interpersonal skills.
- A combination of recent and related experience and education may be considered.

Application
Qualified applicants should send a letter of interest, vita, and a list of three (3) professional references and their contact information to include addresses, e-mail, and phone numbers. Materials are treated confidentially and references are not contacted until further in the search process. Finalist for this position will participate in a background check to include a review of credentials, references, and criminal history. Applicants are encouraged to send application packets via e-mail c/o Leslie Bicksler, Associate Vice President for Human Resources at lbicksler@osteo.wvsom.edu. Material that cannot be e-mailed may be sent to: Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901. The position will remain open until filled.

West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.

7/14/2014 Associate Dean for Pre Doctoral Clinical Education -3