JOB DESCRIPTION AND EXPECTATIONS

JOB TITLE: Centers of Excellence Clinician / Clinical Faculty

COLLEGE: SCU Integrated Healthcare System

STATUS: Exempt

REPORTS TO: Melissa Kimura, Director of University Health Center

JOB SUMMARY: The Centers of Excellence Clinician / Clinical Faculty is a full time position in the SCU Integrated Healthcare System. The position is responsible for seeing patients and teaching in the clinical setting. This person is responsible to apply their expertise to develop and deliver educational experiences that improve the learning outcomes of our students. In addition, the full-time clinician / clinical faculty member will actively participate in departmental and general faculty meetings, student remediation, community outreach and perform additional duties as assigned by the Director of University Health Center.

JOB RESPONSIBILITIES

Reporting to the Director of University Health Center, the Clinician shall:

- Provide treatments to patients of the SCU Integrated Healthcare System
- Build and maintain a thriving clinical practice
- Function as an important member of the integrated healthcare team; referring to, consulting with, collaborating with, and accepting referrals from other clinicians
- Teach assigned clinical curriculum in accordance with current course outlines and objectives
- Use appropriate teaching strategies and methods as outlined in the clinic procedures manual
- Modify teaching methods based on assessment results and best practices in teaching and learning
- Document modifications in course content or instructional methods based on student and course assessment results/feedback
- Perform regular and timely evaluations of student performances
- Assign and follow through with prescribed intern remediation
- Approve and submit student assignments
- Attendance at and participation in department and campus meetings
- Remain current in discipline and update course content when appropriate to reflect the current levels of knowledge in the discipline
- Participate in the Faculty Performance Appraisal (FPA) process
- Work in an academic team and committee environment with courteous and professional manner
• Promote the University mission, vision, goals, strategic plan and objectives to internal and external constituencies
• Maintain licenses and certificates necessary for employment eligibility
• Follow all health center procedures to include the appropriate record keeping practices
• Perform service and scholarly activities as required of faculty
• Follows all state and federal laws as related to healthcare
• Complete delegated tasks and responsibilities in a timely manner
• Other duties as assigned

Other Essential Job Functions
In addition to the job responsibilities described above, all employees of Southern California University of Health Sciences are responsible for the following essential job functions:

• Getting along with co-workers
• Cooperating with co-workers
• Responding politely to customers/students/candidates
• Working as a team member
• Being able to think quickly and act appropriately in emergency situations
• Functioning under intense time pressure
• Working extra hours as required
• Continuing to perform well under pressure

JOB SPECIFICATIONS:

EDUCATION:
• Required: First professional degree MAOM, or DAOM from an accredited program that is licensure eligible in California
• Required: Must hold a California Acupuncture license (L.Ac.) or obtain one within a specified time of the job start date.

EXPERIENCE:
• Preferred: Five (5) or more years of successful clinical experience in healthcare.
• Preferred: Knowledge with WC, PI and Insurance cases; well versed to generate reports and communicate in med-legal terminology.

TECHNICAL:
• Computer literate, working in a Microsoft Windows environment (Microsoft Word, Excel, PowerPoint, FrontPage).
• Computer aptitude such that can learn how to use Electronic Health Record system in a reasonable time.

ABILITIES:
• Excellent teaching skills; excellent organizational skills; ability to generate and handle high patient volume in a fast pace without compensating quality of care, ability to work independently and follow through on multiple assignments in a timely manner; work effectively as a team member; work with diverse constituencies; coordinate and prioritize a variety of diverse tasks; excellent oral, written, and interpersonal communication skills; maintain a high level of confidentiality regarding, faculty, staff, and student issues; work effectively with conflicting priorities and tight deadlines.

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