Job Description

Job Title: Associate Dean for Clinical Affairs
Location: Summerlin Campus
Unit: College of Medicine
Reports To: Dean, COM
FLSA Status: Exempt

Prepared by: Dean, COM
Reviewed by: Director, HR
Approved by: Chancellor, Summerlin Campus
Date: 8/1/2014

Summary
The Associate Dean for Clinical Affairs is responsible for providing overall leadership and oversight of the clinical and external affairs programs related to the COM. Represents the COM Dean in all clinical matters. Facilitates the development of MOUs and clinical affiliation agreements with clinical sites. Assures ongoing participation of clinical sites in the COM MD program. Monitors and contributes to faculty development programs for clinical teaching faculty and residents. Assures LCME standards are met regarding clinical experiences. Oversees the development of graduate medical education partnerships. Takes a lead role in the development of clinical practices, including identification of funding sources, staffing, and delivery for new or expanded services. Will have a commitment to innovation that emphasizes inter-professional education and practice. The position will involve negotiable time commitment for administrative, teaching and clinical practice responsibilities.

Responsibilities
• Align goals, objectives, and values with those of Roseman University and the College of Medicine.

• IDENTIFICATION & OVERSIGHT OF CLINICAL EDUCATION SITES
  Oversees the identification and development of new clinical sites as appropriate teaching sites for COM students.
  Facilitates the development of MOUs (memorandum of understanding) and clinical affiliation agreements with clinical sites. Assures clinical affiliation agreements are obtained and kept up to date as needed to ensure ongoing compliance with accreditation requirements.
  Assists with funding mechanisms and contracts to facilitate/support of clinical teaching programs in cooperation with the COM Offices of the Dean, Academic Affairs, and Administration and Finance.
  Provides oversight at clinical sites to ensure that needs and expectations of the clinical sites are managed in accordance with the clinical contracts arranged between the sites and the College of Medicine, and in keeping with LCME requirements.
  Facilitates the development and maintenance of hospital and COM sponsored residency and fellowship training programs, and acts as the Dean’s liaison to those program aspects as required.

• CLINICAL PRACTICE SITES
  Assists in the identification of sites to provide clinical services, and the development and implementation of clinical services in the Roseman Health System.
  Assists in the development of a practice plan.
  Assists in hiring and the management of providers and staff for the clinical sites.
  Assists in the identification (if not already determined) and management of an EMR (electronic medical record) across all Roseman clinical sites.
  Works with local and regional health care providers and organizations to facilitate the delivery of a full range of health care services to the underserved populations in Nevada and the Intermountain region.
  Works with the COM Dean, regional providers, and existing partners to identify new or expanded opportunities for clinical services in the region.
Participates in clinical practice as directed by the COM Dean.

- CURRICULAR
  Collaborates with the Associate Dean for Academic Affairs and the Assistant Dean for Curriculum and Assessment to ensure the consistent and coordinated delivery of the clinical curriculum across all sites.
  Works with the Associate Dean for Academic Affairs and the Assistant Dean for Curriculum and Assessment to develop a Clinical Skills Learning and Assessment program spanning all four years of the medical school curriculum.
  Fosters the development of inter-professional education throughout the consortium of clinical teaching sites.
  Teaches as directed by the COM Dean.
  Works with the Associate Dean for Academic Affairs, clinical leadership, and GME program directors to provide and monitor appropriate professional development activities for clinical teaching faculty and residents.

- EVALUATION & ASSESSMENT
  Works in conjunction with the Associate Dean for Academic Affairs and the Assistant Dean for Curriculum and Assessment to oversee and assess the quality and effectiveness of the clinical curriculum and individual faculty teaching.
  Leads on-going and special evaluations of all on-site curricula/teaching and preparation of all pertinent documentation/reports.
  Provides timely and appropriate data on all residency activities, administrative changes, and on-going program needs as requested.

- STUDENTS
  Provides leadership in identification/problem-solving regarding student needs at clinical sites.
  Ensures sufficiency and quality of academic resources and student services at all clinical sites.

- COMMITTEES
  Participates on appropriate COM committees as determined by the Dean.
  Participates on University committees when requested.
  Attends the graduate medical education and/or medical education committee meetings of the COM's major teaching hospitals or meets regularly with the DIO (designated institutional official) of each hospital.
  Serves as liaison and advocate for the COM.

- ACCREDITATION & STRATEGIC PLANNING
  Assists with the preparation of documents for the LCME self-study.
  Works with leadership at all clinical teaching sites to ensure ongoing compliance with all LCME standards that relate to the clinical component of the medical students' learning environment.
  Participates in strategic planning activities for the College of Medicine.

- Other duties as assigned.

Skills
- Collaborates with all members of the COM and University and is respectful, and a team player.
- Ability to make rapid, sound decisions.
- Ability to adapt to changing circumstances.
- Ability to apply critical thinking.
- Ability to implement at both the strategic and operational levels.
- Knowledge of continuous quality improvement methods.
- Broad knowledge of issues in medical education.
- Leadership skills and professionalism.
- Excellent verbal and written communication skills.
- Working knowledge of medical school curricula.
- Knowledge of LCME and ACGME policies, procedures, standards, and accreditation processes.
- Adheres to University and COM policies and procedures.
**Education/Training**

- MD or DO.
- Board certification in specialty.
- Licensed in state of Nevada, or eligible to obtain licensure in Nevada within a reasonable period of time (6 months).
- Must be eligible for faculty appointment.
- Experience and activities in teaching, research, administration and service to qualify for a senior level faculty appointment.
- Experience with graduate medical education, with an appreciation for the community hospitals as a major setting for clinical instruction and the role of practicing physicians as clinical faculty.
- Experience applying systems thinking and information technology to the education environment.
- Experience implementing continuous quality improvement.
- Experience in the successful operation of clinical educational programs.
- Five years of experience in progressively responsible academic administrative and leadership positions.

**Work Conditions**

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Summerlin campus buildings, off campus, and to University campuses and facilities located outside Summerlin, NV.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other University campuses or facilities (e.g. Henderson, NV and South Jordan, Utah) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

**Required Physical Abilities**

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in handwritten forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.

*I have read the above position description and have received a copy.*

_______________________________________    ________________________
Employee Signature        Date