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**JOB POSTING
OFFICE OF HUMAN RESOURCES
July 26, 2022**

POSITION: Clinical Educator/ IPE (Interprofessional Education) Coordinator
(Faculty Appointment)

DEPARTMENT: Doctor of Chiropractic Program- Seneca Falls Health Centers

DIVISION: Academic Affairs

STATUS: Full-Time, Exempt, Mon- Fri, hours based on Health Center needs, occasional weekends

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

General Description

Reporting to the Dean of Clinical Education, the Clinical Educator/IPE Coordinator is primarily responsible for delivering clinical education and developing/overseeing opportunities for student IPE. The position is a full-time faculty appointment requiring service to the College divided among administrative duties, scholarship, service, and teaching.

Organizational Relationships

- Reports primarily to the Dean of Clinical Education for duties related to clinical education and secondarily to the Dean of Faculty and Research for duties related to interprofessional education in the non-patient care portion of the curriculum.
- Collaborates with faculty, staff and students within the chiropractic program.
- Collaborates with the Clinical Educator Coordinator.

Specific Duties and Responsibilities

- Issue quantitative and qualitative credits and provide feedback to students regularly per assigned duties.
- Monitor student assessments and assign remediations for labs, Round Robins, Radiology and Metacompetencies.
- Conduct exam preparations for Objective Structured Clinical Examinations (OSCEs), Clinical Competencies Exams (CCEs), and National Board Exams (NBCE) as needed.
- Conduct Round Robin sessions.
- Prepare reports for and conduct assigned 5 and 10 week mentor meetings.
- Review student developed materials and content, and oversee the evaluation/ assessment of outreach events.
- As educational lead for the health centers, provides oversight of all chiropractic student educational

experiences per all CLS course syllabi and course requirements, including but not limited to: scheduling, orientation, lectures, patient care, quantitative and qualitative assessment, evaluation, and submission of course grade.

- Participate in Health Center meetings and mandatory professional development activities.
- Oversee student conduct, proficiency, professionalism and compliance with Health Center standards.
- Identify and develop opportunities for students to experience IPE in all clinical locations in conjunction with the administrator at each site.
- Work with the Dean of Clinical Education to develop and expand assessment methods that meet the course objectives related to IPE and CCE meta competencies.
- Teach up to 9 credits of courses each year related to interprofessional education. Development of an annual or biannual IPE education symposium
- Provide patient care coverage as needed or at the discretion of the Dean of Clinical Education within the approved policies and procedures of the Northeast College of Health Sciences Health Centers.
- Encourage and support community education and marketing events to promote awareness and growth of the health center.
- Develop a Professional Development Plan in conjunction with the Dean of Clinical Education.
- Participate on College committees and task forces as assigned.
- Promote and enforce the policies and procedures of the Health Center and College.
- Maintain active involvement with professional, national and state organizations important to clinical, educational, and administrative responsibilities.
- Other duties as assigned.

Methods of Accountability

- Verbal and written communications/feedback with Dean of Clinical Education, faculty, staff and students.
- Compliance with College's policies.
- Annual performance evaluations by the Dean of Clinical Education.

Mental and Physical Requirements

- Effective and professional verbal and written communication skills.
- Professional demeanor.
- Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and willingness to learn/use additional software platforms used for electronic health records and student education.
- Manage stressful situations in a fast-paced, multi-task work environment.
- Perform all services expected of a licensed clinician and exhibit responsible clinical judgement.
- Occasional travel may be required.

Education, Training and Experience

1. Doctor of Chiropractic degree with prior experience related to interprofessional education
2. Minimum of three years of clinical experience.
3. Appropriate professional licensure to practice in New York State.
4. Ongoing professional development is expected.

NOTE: Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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