

Director School of Physician Assistant Studies

Candidate Packet

MARSHALL B. KETCHUM UNIVERSITY

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ketchum.edu



**Marshall B.
KETCHUM UNIVERSITY**
School of Physician Assistant Studies



Welcome

WELCOME TO MARSHALL B. KETCHUM UNIVERSITY

Marshall B. Ketchum University is proud to announce a significant opportunity for an individual who is passionate about educating and transforming lives through health care as the Director of the School of Physician Assistant Studies.

Come be a part of our history in preparing tomorrow's leaders in the future of health care.

SEE YOURSELF HERE

Located on a beautiful, seven-acre campus in Fullerton, California, MBKU is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of PA Studies and College of Pharmacy. MBKU owns and operates three health care centers at their clinical teaching facility, Ketchum Health, providing a vision center and PA medical clinic in Orange County and second vision center in Los Angeles.

A TRADITION OF EXCELLENCE SINCE 1904

In 1904, Marshall B. Ketchum, MD, opened the Los Angeles School of Ophthalmology and Optometry in Los Angeles. Dr. Ketchum was a visionary entrepreneur and prominent leader in the optometric profession. He made very significant and long-standing contributions in his field of care, in California and throughout the nation.

In the early '70s the College moved to its current home in Fullerton, CA and was renamed Southern California College of Optometry. But even the pioneering Dr. Ketchum could not have envisioned his school would grow to become Marshall B. Ketchum University, an independent, private, non-profit, accredited educational institution encompassing multiple disciplines.

BE AT THE FOREFRONT OF REIMAGINING HEALTH CARE EDUCATION

Marshall B. Ketchum University offers career opportunities that will put you at the forefront of health care education. You will be provided with learning and advancement opportunities, as well as a culture that recognizes the importance of fun, employee appreciation and a work-life balance.

Our mission is to educate caring, inspired health care professionals who are prepared to deliver collaborative, patient-centric health care in an interprofessional environment. By joining our family, you can help us reimagine the future and inspire future health care leaders.

INTERPROFESSIONAL HEALTHCARE LEADERS

At Marshall B. Ketchum University, we have led the way in interprofessional healthcare, building on a century of experience as an optometry school. In 2012, the first Physician Assistant program in Orange County was added, and then in 2014, the College of Pharmacy program was added. Side-by-side in group discussions, community service, and clinical experience, our OD, PA and PharmD students learn what it means to deliver patient-centered health care as a collaborative team of professionals.

At MBKU we don't just talk about working alongside other medical professionals, we do it.

MBKU is leading a momentous change in health care education – a change that breaks down the traditional silos between different professional programs so students understand, on a comprehensive level, how to deliver excellent patient care in a team environment.

The future of healthcare is based on the ability of differently trained specialists to effectively communicate and work together to ensure positive clinical outcomes and satisfying patient experiences to meet this fast-emerging shift in medicine, MBKU has moved to reimagine both health care education and quality and scope of individualized patient care.

By bringing multiple disciplines together in both educational and clinical settings, MBKU is preparing future health care practitioners to lead and succeed, regardless of their chosen field or specialty.

VALUES DRIVEN

Incorporating our core values of accountability, caring, excellence, innovation and respect happens every day at MBKU and we have evolved to offer unbeatable academic training, a caring, professional community where lifelong friendships are born, a beautiful campus near Southern California's beaches and cultural attractions and a solid foundation to base your career upon.



About Southern California

ORANGE COUNTY, CALIFORNIA

Beyond its epic theme parks and perfect weather, Orange County is celebrated for outdoor dining, entertainment and beach-bound adventure. Treat yourself at South Coast Plaza for the finest in luxury shopping and superlative restaurants. Spend an afternoon aboard a whale watching cruise in Newport Harbor, or cast a reel from the Huntington Beach Pier. Stop to smell the flowers at the Sherman Library and Gardens, or explore Laguna's vast variety of boutique shops along the Pacific Coast Highway. Orange County features excellence in education, many businesses and unlimited recreational opportunities. Quality of life is one of Orange County's greatest offerings, from the best golf courses, and miles of hiking, biking and equestrian trails.

LOS ANGELES, CALIFORNIA

The City of Los Angeles holds many distinctions. L.A. is the entertainment capital of the world, a cultural mecca boasting more than 100 museums, and a paradise of idyllic weather. From tourist attractions like the Walk of Fame's collection of stars, to career opportunities like those presented in the expanding tech industry, Los Angeles is the place to be. It is the only city in North America to have hosted the Summer Olympics twice. Downtown L.A. is the largest government center outside of Washington, D.C. Los Angeles is on the leading edge of several growth industries. The L.A. five-county area also has more than 700,000 people at work in health services/biomedical activities and 190,000 people in aerospace/technology.



Job Description

SUMMARY

The Director for School of Physician Assistant Studies will be responsible for the effective leadership and management of the School, which includes:

STRATEGIC LEADERSHIP

- Responsible for School organization and administration.
- Provide direction in strategic planning with stakeholders to further the School's mission in teaching, scholarship, service, and patient care.
- Collaborate with the University administration to increase funding for School operations, growth, and scholarships.
- Develop and monitor the annual budget to ensure resources are allocated appropriately for the School's operation.
- Guide the student admissions process in collaboration with Enrollment and Student Services
- Supervise School personnel and the ongoing recruitment of faculty, staff, clinical sites, and preceptors, as well as retention efforts and professional development for faculty.

ACADEMIC PROGRAM OVERSIGHT

- Lead the faculty in developing and revising the School's mission, goals, and competencies.
- Participate in and guide didactic and clinical phase curriculum development and student instruction.
- Supervise the processes for academic and professional performance evaluation, remedial instruction, and academic counseling of students.
- Collaborate with the faculty to conduct continuous program review, analysis, planning, and development.
- Conduct accurate and timely completion of required accreditation documents and ongoing adherence to the ARC-PA Standards.

INTERPROFESSIONAL EDUCATION AND CLINICAL PRACTICE

- Collaborate with University partners to develop interprofessional education and practice, community service, and interdisciplinary scholarship opportunities for faculty and students.
- Supervise the Ketchum Health Medical Clinic operations, including supervising the PA Clinic Director and Medical Director.

INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY

- Recognize, create, and implement plans to promote inclusion, diversity, equity, and accessibility within the School.

COMMUNICATION

- Motivate and support faculty and staff.
- Coordinates with the University centralized support services relating to its programs, students, personnel, and fundraising.

- Serve as the School's final arbitrator of student, faculty, and staff disputes.
- Serve on the Academic Affairs Council and other University committees as appointed.
- Serve on School committees and participate in community service activities.

SUPPORT AND ADVOCACY OF THE PROFESSION

- Represent the School and University before internal and external stakeholders, including alumni, professional organizations, the Board of Trustees, and funding agencies.
- Lead School events, including the White Coat Ceremony, scholarship ceremonies, capstone project, and commencement activities.

REQUIRED EDUCATION AND EXPERIENCE

- Master's degree or higher, Doctorate degree preferred
- Must hold a current or emeritus NCCPA certification
- Must have at least 3 years of full-time experience in PA Education

DESIRED QUALITIES

- Clear understanding of ARC-PA Standards
- Demonstrated professionalism, discretion, empathy, and possession of high emotional intelligence.
- Detail-oriented and able to prioritize tasks and projects while overseeing School operations and goals.
- Demonstrate responsiveness to personnel issues, strong communication skills, and proactive problem-solving.
- A demonstrable commitment to promoting and enhancing diversity and inclusion.

APPLICATION PROCESS

All applications will be held in the strictest of confidence. Review of application materials will begin immediately and continue until the position is filled. Nominations, inquiries, and applications, including letter of interest, and curriculum vitae, should be submitted on the MBKU Employment Website page, ketchum.edu/about-us/employment. Letter of interest should address the categories in the job description. All documents should be submitted electronically in a PDF format. In accordance with MBKU policy, the University is required to run a background check on the final candidate upon acceptance of a contingent offer.

Additional information about MBKU and Ketchum Health can be found at ketchum.edu and ketchumhealth.org.

Marshall B. Ketchum University and Ketchum Health is an equal opportunity/affirmative action employer dedicated to excellence through diversity.

— Thank You

Thank you for your consideration for the Director, School of Physician Assistant Studies at Marshall B. Ketchum University. MBKU has a unique and exceptional culture of collaboration, innovation and care and we look forward to reviewing your interest in joining our growing, interprofessional health care University.

