



Marshall B. KETCHUM UNIVERSITY

Assistant Director of Clinical Education, Principal Faculty School of PA Studies

JOB SUMMARY

The role of the Assistant Director of Clinical Education is to assist the Director of Clinical Education with the oversight and management of the clinical phase by providing leadership for all aspects of the clinical phase curriculum and student placement, assisting with School accreditation and evaluation, coordinating communication processes related to clinical site recruitment and maintenance, teaching in clinical phase of the curriculum, advising/evaluating students and representing the school to the medical and university community. The right candidate will be excited about being part of the clinical phase of PA education and have a strong interest in ensuring students have high quality and meaningful clinical rotations. The School is dedicated to excellence in education, service to the community, and research/scholarship and faculty have opportunities to participate and grow in each of these. Working together with an outstanding leadership team, the faculty member will realize the University's goal of reimagining the future of health care with an emphasis on advanced practice skills, clinical medicine, and interprofessional education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the coordination and implementation of the clinical phase curriculum, including evaluation of students and clinical faculty.
- Teaches in assigned courses or lectures throughout the curriculum.
- Assists with oversight of accreditation compliance and assessment in the clinical phase.
- Supports the Clinical Coordinator with student clinical placements through site petition, placement selection, and communication with students and preceptors.
- Coordinates communication and problem-solves regularly with clinical sites regarding scheduled clinical placements/changes, requested student and preceptor evaluations, and other general questions.
- Monitors student progress through a variety of means including site visits, evaluation reviews, and student exam scores.
- Oversees and updates affiliation agreements with sites as required and annual updates of PA Program liability coverage face sheet.

- Supports the Clinical Coordinator with updates and maintains Exxat program with current site, preceptor, student and related materials.
- Coordinates and completes necessary documents related to developing new clinical sites including appropriate vetting of preceptors, clinical affiliation agreement, rotation requirements, rotation goals and objectives, clinical manual and verification of current liability insurance, provider license(s) and board certifications.
- Provides guidance and direction for the activities assigned to the Clinical Coordinator.
- Serves on University and College committees and task forces as requested.
- Assists with the recruitment of new students, clinical sites, clinical projects and preceptors.
- Carries out scholarly and professional activities per CHS guidelines and university handbook.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Certified Physician Assistant eligible for license in California.
- Demonstrated leadership skills with ability to motivate students to achieve goals and objectives.
- Excellent communication and problem- solving skills.
- Ability to use microcomputer systems and at a minimum: PowerPoint®, Excel®, and Microsoft Word®.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Master's degree desired.
- Minimum of 3-5 years clinical experience as a physician assistant.
- Previous teaching or administrative experience is preferred.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a letter of interest, curriculum vitae, and the names of three potential references, contained in a single pdf document. The application should be directed to the Search Committee for the School of PA Studies at: amollet@ketchum.edu.

OTHER INFORMATION

Information about the School of Physician Assistant Studies can be found at: <https://www.ketchum.edu/pa-studies>

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.