



Director of Clinical Rotations California Northstate University College of Dental Medicine

POSITION TITLE: Director of Clinical Rotations

REPORTS TO: Associate Dean for Research and Community Engagement

WORK SCHEDULE: 1.0 FTE, full time, exempt

CLOSING DATE: Open until filled

POSITION SUMMARY: The College of Dental Medicine, California Northstate University, located in Elk Grove, opened its doors to the first class of dental students in January 2022. This is a new dental school, the seventh dental school in California, and will train dentists who can support the dental needs of the local communities in and around Sacramento, as well as in more distant geographic areas. The program is a four-year predoctoral dentistry program, leading to a DMD degree, with subsequent licensure by the Dental Board of California. The College of Dental Medicine has received initial accreditation.

The Director of Clinical Rotations will report to the Associate Dean for Research and Community Engagement in the development and maintenance of CDM's dental student clinical rotation program to community sites. Clinical rotations are part of the college's service-learning curriculum and an educational requirement for all dental students. The Director of Clinical Rotations will be responsible for setting up site agreements, setting up a rotations schedule for students, creating manuals. It is critical that the successful hire collaborate and interact positively with staff, students and faculty in this role as well as clinical sites.

RESPONSIBILITIES/ACCOUNTABILITIES

- Create and foster connections with area clinics.
- Working with the Associate Dean for Research and Community Engagement, discuss and negotiate legal agreements with clinical sites.
- Ensure supervising dentists at clinical sites are appointed as faculty with CNU.
- Create and regulate a rotations schedule for students.
- Develop and maintain a rotations manual for students and clinical sites stating the requirements for all parties.
- Create a calibration plan for faculty at clinical sites.

- Develop and administer an evaluation method for student and clinical sites.
- Prepare students and sites for clinical rotations of students to area sites.
- Monitor and manage evaluation of dental students related to their participation in community site rotations.
- Participate in didactic teaching of dental students in multiple courses including Health Systems (D1), Public Health (D3), and Community Health Seminars (D4)

ADDITIONAL RESPONSIBILITIES

- Teaching and Learning modules for faculty are provided as part of the onboarding process, and all faculty must review this material in addition to other onboarding processes.
- Advise the College of Dental Medicine leadership on college-wide academic issues to assist in moving the institution to its vision of academic excellence.
- Establish a welcoming atmosphere to improve morale and to promote collegiality among the CDM community (e.g. students, staff, faculty, administrators, and patients).
- Become competent with our various software platforms (e.g. Canvas, CAMS, axiUm, etc.) to efficiently and independently use the aforementioned platforms.
- Attend course huddle preparation meetings of assigned courses.
- Supervise students in their individual group as the students complete assigned tasks.
- Be responsible for the attendance of students assigned, reporting concerning behaviors of attendance as appropriate.
- Maintain an open-door policy for students in need of mentoring or counseling, referring students to the appropriate authority as needed.
- Offer students guidance and direction in student progression by monitoring data on progress and performance.
- Determine individual student needs and time utilization and provide validation or recommendations for improvement.
- Coordinate the teaching and evaluation of professionalism and clinical practice management skills of the students.
- Evaluate each student's professionalism by confidentially reporting instances of misconduct, refusal to comply with established protocol, lack of professionalism, and/or disregard for the faculty direction to appropriate authority.
- Work with the College of Dental Medicine leadership to resolve issues when problems of professionalism are identified.
- Meet periodically with the College of Dental Medicine leadership.
- Develop a robust, educational skill set by collaborating with other faculty.
- When assigned the role of course director:
 - Develop curriculum and course materials.
 - prepare facilitator guides and conduct calibration/content meetings.
 - respond to student questions and concerns related to the assigned course.
 - meet with each student regularly to review their progress.
 - meet with students having difficulty as needed.
 - address problems of students in their group.
- Other tasks as assigned

REQUIRED EDUCATION AND EXPERIENCE:

- Required: Must hold an active license to practice Dentistry in California.
- Experience working in and with community clinics.
- Experience working with underserved population groups.

DESIRED CHARACTERISTICS

- Commitment to improving oral health equity among underserved population groups.
- Experience or training in strategies to improve inclusion, reduce inequities, and eliminate overt and structural bias in health and oral health delivery systems.

APPLICANTS SHOULD SUBMIT:

- Letter of interest and a teaching statement
- Recent anonymous student evaluations
- CV
- Names, addresses, and telephone numbers of at least three (3) professional references who can be contacted by the Hiring manager and who can speak to a broad range of candidate's professional equalisations.

Please send all correspondence and requested application material directly to cdm.jobs@cnsu.edu with the subject line "Director of Clinical Rotations". Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.