



Faculty Position – Clerkship Director: Family Medicine
Department of Clinical Education – California Northstate University
College of Medicine, Elk Grove, California, USA

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| Job Title: | Clerkship Director |
| Rank: | Assistant/Associate/Full Professor |
| Classification: | Faculty |
| Supervisor: | Chair, Department of Clinical Education |
| Reporting: | To the Chair of the Department of Clinical Education |
| Education: | MD, MD/PhD, DO |
| Employment: | 0.5 FTE, Part-time, Exempt |
| Salary Range: | \$66,560 - \$100,000.00 |

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Position Summary:

California Northstate University College of Medicine (CNUCOM) is seeking a highly committed physician specializing in Family Medicine to serve as the Clerkship Director. This is a renewable non-tenure position in the Academic Professor Series.

CNUCOM has developed an innovative medical education program with vertical and horizontal integration. The Clerkship Director will be joining a team of highly motivated faculty responsible for the development, design, and implementation of all components of the medical education program using Course Learning Objectives and College of Medicine adopted Program Learning Objectives. Clerkship coordinators will be available to provide operational support for the clerkship. To ensure faculty success, professional development opportunities are available in pedagogy through the Institute of Teaching and Learning. New Clerkship Directors are provided orientation by senior faculty to ensure a smooth transition into this clinical educational management leadership position.

The responsibilities of this position will include, teaching, student advising, performing scholarly activities, and providing institutional service. The candidate will have the opportunity to perform data-driven enhancements of the clerkship curriculum. He/she will be on the front lines of procuring sites suitable for student medical education, training of preceptors and monitoring students' educational experience. It is expected that the candidate will adjust their outside professional activities (clinical or otherwise) to ensure that he/she can dedicate 0.5 FTE to this

position.

Essential Functions:

- Design and develop the respective clerkship - organization, content, and mode of delivery for all clerkship-related activities in a community-based educational model, in accordance with institutional, accreditation and discipline specific requirements.
- Design/deliver outstanding student experience, attending to all curriculum matters, as well as maintaining a learning environment that promotes mutual respect and professional behavior on the part of faculty, staff, and students
- Design a vertically and horizontally integrated clerkship format and content, framed within the clinical context of an integrated curriculum
- Manage the delivery of the curriculum, based on direction from the Curriculum Committee and Associate/Assistant Dean(s) of Curriculum, including the general competencies and educational program objectives to be taught and learned in the respective clerkship, the length of the clerkship, the content, and the methods of teaching and assessment
- As a content expert, the Clerkship Director will submit an annual Clerkship Performance Report to Phase B and Chair of Clinical Education Department as part of a program for continuous improvement seeking needed improvements in clerkship-specific objectives, format, content, methods of teaching and student assessment
- Provide course schedules, syllabi, and information for an educational database.
- Collaborate with Chair of Clinical Education to recruit community clinical faculty who will teach students as part of hands-on experience and provide faculty with development opportunities and provide feedback on teaching.
- The Clerkship Director will directly engage with these community physician-preceptors to provide them opportunity to give input and participate in the execution of the curriculum.
- Communicate with site directors at various clinical sites and report to Phase B and Chair of Clinical Education on the uniform delivery of the curriculum and the educational experiences of all students at all sites.
- Provide regular preceptor training to ranked community physicians engaged with site clinical education
- Choose/change preceptors who teach students as appropriate depending on their evaluation by students and provide preceptors with necessary development opportunities and feedback on their teaching
- Monitor student assessment and provide timely feedback and assignment of grades.
- Monitor and track “required clinical experiences”, “required procedures”, “duty hour compliance”, “midpoint evaluation”, and other necessary LCME-based clerkship metrics.
- Monitor student assessment and provide feedback and timely submission of grades and student narratives that comply with University and LCME standards.

- Work with Dean and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
- Support student remediation planning and activities.
- May serve as a College Master (student mentor, academic advisor and role model), and supervise the academic progress of an assigned group of students throughout their medical program
- Support student career advising and student medical specialty interest groups.
- Participate in scholarly activities, especially engaging medical students.
- Serve on departmental and institutional committees
- Provide clinical service (negotiable).

Qualifications:

- Terminal degree (MD, MD/PhD, DO) with Board Certification in the respective clinical specialty and/or a sub-specialty
- Eligible for licensure in the State of California
- Documented accomplishments as a clinician and clinician-educator
- Experience and documented accomplishments in teaching medical students
- Documented scholarship in the respective clinical area and/or medical education
- Ability to work effectively in an inter-disciplinary environment

Qualities:

- Exceptional interpersonal communication skills
- Abilities to lead collaborative inter-organizational programs
- Knowledge about design of adult learning and active learning educational experiences
- Commitment to professional excellence and innovation in medical education

Obligations of the Clerkship Director:

The information provided below is a general description of the Clerkship Director's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

- Hours:** The Clerkship Director is a 0.50 FTE, exempt employee. The Clerkship Director will also hold a faculty appointment in the academic department for which he or she serves.
- Teaching Load:** The Clerkship Director will be expected to contribute to the teaching load of the Department in which he/she holds an appointment. The amount of teaching will be negotiated annually with the Chair.

- c) **Terms of Appointment:** This is a renewable non-tenure position in the Academic Professor Series and shall be subject to an annual performance review.

Working Conditions:

Working conditions for this role include a primary location located in an office or clinical environment. The work environment may include clinical settings, business offices, lecture halls, research laboratories, and conference rooms.

- Interpersonal Relationships
 - Medium level of social contact. This position may work with students, faculty, other clerkship directors and coordinators, and office staff and administrators.
- Communication via e-mail, telephone, and face-to-face discussions are required.

Physical Demands:

This position may involve prolonged periods of standing or sitting during. Some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor.

Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.

I _____ have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

Employee Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

HOW TO APPLY

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