



**NEW YORK  
CHIROPRACTIC  
COLLEGE**

*NYCC is an equal opportunity employer.*

**School of Acupuncture and Oriental Medicine  
School of Applied Clinical Nutrition**

*Academic Excellence      Professional Success*

**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
September 28, 2009**

**POSITION:    Chiropractic Faculty Clinician/ Clinical Educator**

**LOCATION:    Levittown Health Center**

**HOURS:        Part-time – 20 hours per week  
                    Faculty Clinician: Monday & Friday 9 to 11:30 a.m. (5 hours/ week)  
                    Clinical Educator: Hours are negotiable (15 hours/ week)**

**Chiropractic Faculty Clinician**

**Function**

- Support the mission of New York Chiropractic College and the Health Centers.
- Provide quality patient care.
- Provide quality clinical education, leadership and guidance to student interns.
- Support the Health Center Chief of Staff in the daily operation of the Health Center.
- Provide leadership, support and involvement in the College community.

**Organizational Relationships**

- Responsible to the Health Center Chief of Staff.
- Coordinate with other Faculty Clinicians within the Health Center and if applicable, Health Center staff.

**Specific Duties and Responsibilities**

**A.        CLINICAL ROLE**

1. Manage patient care within the approved policies and procedures of the New York Chiropractic College Health Centers.
2. Be accessible and responsive to the patients' needs.
3. Monitor patient progress and ensure appropriate follow-up.
4. Provide avenues for referral to other health care providers as needed.
5. Be a consultation resource for other faculty members.
6. Assure proper documentation is maintained on all patients.
7. File patient reports in an appropriate and timely manner.
8. Complete third-party insurance reporting in a timely manner.
9. Respond to agency inquiry request for information on individual patient status and progress.
10. Develop and maintain personal clinical expertise through continuing education.
11. Develop a Professional Development Plan in conjunction with the Health Center Chief of Staff.

**B.        EDUCATORS ROLE**

1. Provide hands on mentoring and foster a critical thinking environment for student intern education.

2. Oversee student conduct, proficiency, professionalism and compliance with Health Center standards.
3. Oversee and/or direct all clinical protocols and procedures by student interns, including patient care, examinations, radiology, and case management.
4. Perform qualitative evaluation assessments of interns.
5. Conduct clinician/student conferences.
6. Provide student remediation as necessary.
7. Engage interns in a variety of clinical activities while ensuring appropriate continuity of patient care.

C. ADMINISTRATIVE ROLE

1. Attend scheduled meetings.
2. Be punctual for clinical shifts and other assigned duties.
3. Encourage scheduling of patients during appropriate hours to permit adequate coverage for assigned time off floor .
4. Coordinate with other Health Center faculty and Health Center Chief of Staff to help maintain the organized operation of the Health Center.
5. Monitor and report equipment needing repair.
6. Monitor the cleanliness and general neatness of assigned rooms and hallways.
7. Participate on College committees and task forces as assigned.
8. Maintain active involvement with professional, national and state organizations important to clinical, educational, and administrative responsibilities.

**Tasks**

Clinical

- Directly oversee/provide patient care as assigned.
- Counsel student interns on the management of patient care as appropriate.
- Attend to the confidentiality and other rights of Health Center patients.
- Approve and sign the record documentation of patient care as appropriate.
- Maintain a strong clinician/patient relationship ensuring patient satisfaction.
- Review lab work, radiology reports and all other input that may relate to management of assigned patients.

Educational

- Communicate interactively with students regarding clinical issues including patient care, examination and management.
- Review cases with students prior to appointments.
- Conduct weekly doctor/student conference.
- Perform and document appropriate intern evaluations and feedback.

Administrative

- Report any repairs needed on equipment within the assigned area.
- Coordinate the daily operation of the Health Center with other faculty clinicians.
- Attend in-service meetings.
- Monitor the scheduling of patients as appropriate.
- Be punctual for all assigned duties.
- Maintain attendance records of assigned interns as appropriate.
- Coordinate intern assignments for patient interaction.
- Complete tasks assigned by the Chief of Staff in a timely manner.

**Methods of Accountability**

- Patient surveys.
- Student evaluations.
- Attendance and performance at in-services, meetings, and assigned duties.
- Professional Development Plans.
- Performance evaluation by Health Center Chief of Staff.

- File review.

## **Mental and Physical Requirements**

- Ability to demonstrate good character and provide principle-centered leadership.
- Ability to demonstrate sound clinical judgement.
- Ability to skillfully apply patient evaluation and treatment techniques consistent with the mission of the Health Center.
- Ability to resourcefully resolve routine conflicts and crisis situations.
- Ability to communicate and work effectively and positively with other people.
- Ability to consistently demonstrate strong interpersonal skills.
- Ability to tolerate and implement change.
- Ability to make decisions in a timely manner.
- Ability to perform multiple tasks and daily departmental duties with frequent interruptions and time pressures.
- Ability to provide a creative and positive framework for the well-being and personal growth of faculty, staff and students.
- Ability to utilize past experiences and information when developing goals and making decisions for the future.
- Ability to teach and function in a manner that is consistent with the mission of the College.

## **Education, Training and Experience**

- Appropriate professional degree.
- Bachelor's Degree in the Arts or Sciences from an accredited college or university and/or a minimum of three years of clinical experience.
- A license to practice in New York.
- Post-graduate degrees, diplomates and certificates are preferred.
- Ongoing professional development is expected.

## **Working Environment and Conditions**

- Work in a ventilated, well-lighted and temperature-controlled office environment.
- Perform job duties during prolonged periods of standing, frequent walking, and some sitting.

## **Equipment and Tools**

- Appropriate clinical equipment and supplies.
- Computer hardware and software.

## **Clinical Educator**

### **Function**

- Support the mission of New York Chiropractic College and the Health Centers.
- Provide quality clinical education, leadership and guidance to student interns.
- Support the Health Center Chief of Staff in the daily operation of the Health Center.
- Provide leadership, support and involvement in the College community.

### **Organizational Relationships**

- Responsible to the Health Center Chief of Staff.
- Coordinate with other Faculty Clinicians within the Health Center and if applicable, Health Center staff.

### **Specific Duties and Responsibilities**

**A. EDUCATORS ROLE**

- a. Provide hands on mentoring and foster a critical thinking environment for student intern education.
- b. Oversee student conduct, proficiency, professionalism and compliance with Health Center standards.
- c. Oversee and/or direct all clinical protocols and procedures by student interns, including patient care, examinations, radiology, and case management.
- d. Perform qualitative evaluation assessments of interns and provide related formative/summative feedback.
- e. Conduct faculty/student conferences.
- f. Provide student remediation as necessary.
- g. Engage interns in a variety of clinical activities while ensuring appropriate continuity of patient care.

**B. ADMINISTRATIVE ROLE**

1. Attend scheduled meetings.
2. Be punctual for clinical shifts and other assigned duties.
3. Coordinate with other Health Center faculty and Health Center Chief of Staff to help maintain the organized operation of the Health Center.
4. Monitor and report equipment needing repair.
5. Monitor the cleanliness and general neatness of assigned rooms and hallways.
6. Participate on College committees and task forces as assigned.
7. Maintain active involvement with professional, national and state organizations important to clinical, educational, and administrative responsibilities.

**C. CLINICAL ROLE**

1. Provide quality patient care coverage for part-time and full-time Clinicians as needed or at the discretion of the Chief of Staff.
2. Manage patient care within the approved policies and procedures of the New York Chiropractic College Health Centers.
3. Assure proper documentation is maintained on all patients.

**Tasks**

Educational

- Create, revise, deliver and administer various clinical educational exercises.
- Communicate interactively with students regarding clinical issues including patient care, examination and management.
- Review cases with students prior to appointments.
- Conduct faculty/student conferences as appropriate.
- Perform and document appropriate intern evaluations and feedback.

Administrative

- Report any repairs needed on equipment within the assigned area.
- Coordinate the daily operation of the Health Center with other Faculty Clinicians and Chief of Staff.
- Attend in-service meetings.
- Be punctual for all assigned duties.
- Maintain attendance records of assigned interns as appropriate.
- Coordinate intern schedules/assignments for patient interaction.
- Complete tasks assigned by the Chief of Staff in a timely manner.

**Methods of Accountability**

- Patient surveys.
- Student evaluations.
- Attendance and performance at in-services, meetings, and assigned duties.
- Professional Development Plans.
- Performance evaluation by Health Center Chief of Staff.

- File review.

### **Mental and Physical Requirements**

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- Computer hardware and software.

If you are interested in applying for this position; please submit a cover letter, resume, and three letters of reference to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to:

[sblackburn@nycc.edu](mailto:sblackburn@nycc.edu).