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JOB POSTING
OFFICE OF HUMAN RESOURCES
April 8, 2014

POSITION: Clinical Educator (Part-Time), DC Program

DEPARTMENT: Depew Health Center

DIVISION: Academic Affairs

HOURS: 15 hours per week, Tues & Thurs: 9 a.m.- noon (Salvation Army), plus 9 hours per week at Depew Health Center- days and times to be determined

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 Administrator in the daily operation of the Health Center.
• Provide leadership, support and involvement in the College community.

Organizational Relationships

• Responsible to the Health Center Administrator.
• Coordinate with other Faculty Clinicians within the Health Center and if applicable, Health Center staff.

Specific Duties and Responsibilities

A. 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 and provide related formative/summative feedback.
   5. Conduct faculty/student conferences.
   6. Provide student remediation as necessary.
   7. 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 Administrator to help maintain the organized operation of the Health Center.
   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 Health Center Administrator.
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 Health Center Administrator.
- 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 Health Center Administrator 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 Administrator.
- File review.

Mental and Physical Requirements

- Ability to demonstrate good character and provide principle-centered leadership.
- Ability to demonstrate sound clinical judgment.
- 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.

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