



<b>Job Title</b>	Assistant Director, Clinical Programs	<b>Job Code</b>	HS0124
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	24
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0
		<b>Subfamily</b>	Clinical Care

**Job Family & Subfamily Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Clinical Care Professionals** provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

**Job Summary**

Coordinates curriculum and educational classes, staff trainings, and health care technology. Oversees department operations, correspondence, and develops policies and procedures.

**Representative Duties**

**1. General**

- Provides competent medical care and prevention education to all patients to foster recovery from acute illness, prevent avoidable medical problems and sustain and support those with chronic illness or challenged bodies including; diagnosis, treatment, and minor surgical procedures
- Develops appropriate medical records and correspondence with appropriate peers, university officials and consultants, as needed
- Coordinates and supervises designated staff
- Oversees department operational complications
- Organizes and establishes a curriculum for clinical staff CME to assist them in staying up to date on the latest developments in the dynamic field of College Health
- Arranges frequent medical specialty presentations at Student Health Services
- Ensures the electronic health record (EHR) system is responsive to clinical needs, and that the users are informed of all changes and developments with the EHR
- Provides clinical expertise in secure messaging between patients and providers for out two-way patient information and communication web portal
- Provides guidance to the Medical Director and other leadership staff regarding the electronic health record keeping, including confidentiality and security, responsiveness to patient's need, and efficient clinical workflow

**2. College of Medicine Clinic Oversight**

- Working periodically at the COM clinic providing direct patient care
- Providing communication for consultations by phone
- Meets with Student Affairs administration at COM to address any quality of care issues, proposed changes in scope of practice, or other clinical or operational issues that require input
- Develops COM clinic policies and procedures and oversight of operational issues

**3. International Clinic Oversight**

- Provides travel related education, culturally sensitive health care, and supports the wellness of international students and students traveling abroad
- Supervises staff in department

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
4+ years of relevant work experience 1+ year(s) of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**