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**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
February 2, 2017**

**POSITION:** Clinical Educator Coordinator

**DEPARTMENT:** Seneca Falls Health Center

**DIVISION:** Academic Affairs

**HOURS:** Full-Time, Exempt, Monday through Friday, hours scheduled based on health center needs

**Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.**

**General Description:**

Reporting to the Chief of Staff, the Clinical Educator Coordinator is primarily responsible for delivering clinical education. This position also assists the Associate Dean of Chiropractic Clinical Education with administrative tasks regarding clinical education and works with the Clinical Educators at the other Health Centers to ensure the delivery of clinical educational activities. The position is an appointment requiring service to the College divided among academic excellence, quality patient care and professional leadership in a manner that promotes continuity and equality among faculty, staff and students.

**Organizational Relationships:**

- Reports to the Chief of Staff.
- Assists the Associate Dean of Chiropractic Clinical Education.
- Serves as a resource and works closely with each Health Center's Clinical Educator.
- Collaborates with faculty, staff and students within the Health Center.

**Specific Duties and Responsibilities**

1. Issue quantitative and qualitative credits and provide feedback to students.
2. Monitor student assessments and assign remediations for labs, Round Robins, Radiology and Metacompetencies.
3. Conduct exam preparations for Objective Structured Clinical Examinations (OSCEs), Clinical Competencies Exams (CCEs), and National Board Exams (NBCE) as needed.
4. Conduct Round Robin sessions.
5. Prepare reports for and conduct assigned 5 and 10 week mentor meetings.
6. Assist the Public Relations and Marketing Manager with the coordination and oversight of activities, review student developed materials and content, and oversee the evaluation/assessment of outreach events.
7. Participate in Health Center meetings and mandatory professional development activities.
8. Oversee student conduct, proficiency, professionalism and compliance with Health Center standards.
9. Coordinate with the Chief of Staff and Health Center faculty and staff to help maintain the organized operation of the Health Center.

10. Provide patient care coverage as needed or at the discretion of the Chief of Staff within the approved policies and procedures of the New York Chiropractic College Health Centers.
11. Develop a Professional Development Plan in conjunction with the Chief of Staff.
12. Assist the Associate Dean of Chiropractic Clinical Education with administrative tasks associated with the online assessment platform (Examsoft).
13. Develop the Objective Structured Clinical Examinations (OSCEs), Clinical Competencies Exams (CCEs), and remediation assignments for all sights.
14. Conduct comprehensive review of assessment data and revise assessments in conjunction with the Associate Dean of Chiropractic Clinical Education as needed.
15. Participate on College committees and task forces as assigned.
16. Promote and enforce the policies and procedures of the Health Center and College.
17. Maintain active involvement with professional, national and state organizations important to clinical, educational, and administrative responsibilities.
18. Other duties as assigned.

### **Methods of Accountability**

- Verbal and written communications with Health Center faculty, staff and students.
- Written feedback from students and other College constituents.
- Compliance with College's policies.
- Annual performance evaluations by the Chief of Staff with input from the Associate Dean of Chiropractic Clinical Education.

### **Mental and Physical Requirements**

- Effective and professional verbal and written communication skills.
- Professional demeanor.
- Basic proficiency in PC use and Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and willingness to learn/use additional software platforms used for electronic health records and student education.
- Manage stressful situations in a fast-paced, multi-task work environment.
- Perform all services expected of a licensed clinician and exhibit responsible clinical judgement.
- Occasional travel may be required.

### **Education, Training and Experience**

1. Doctor of Chiropractic degree.
2. Bachelor's degree in the arts or sciences from an accredited college or university and/or a minimum of two years of clinical experience.
3. Post-graduate degrees, diplomates and certificates are preferred.
4. Appropriate professional licensure to practice in New York State.
5. Ongoing professional development is expected.

**NOTE:** Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [sbowman@nycc.edu](mailto:sbowman@nycc.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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