



College of Saint Mary in Omaha, NE seeks candidates for Medical Director to the Physician Assistant (PA) program to begin early spring 2015. The successful candidate will be expected to be an active participant in the PA program. He/she will participate in the development and review of policies, curriculum, clinical experiences, and assessment of the program, as well as occasional teaching in the classroom. Candidates must have a current license as an allopathic or osteopathic physician in the state of Nebraska or eligibility for licensure within 3 months of hiring. Candidates must also have current certification by an ABMS- or AOA-approved specialty board. This is a 0.20 FTE position. For more information, contact Shaun Grammer, PA-C at sgrammer@csm.edu.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. CSM is minutes from a thriving downtown that boasts ample opportunities to experience art, theater, music, cultural events, beautiful gardens and a world-renowned zoo.

To apply, send a letter of application, official transcripts, curriculum vitae and three professional references to: Office of Academic Affairs, PA Search, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106 or email to rkniffen@CSM.edu. Review of applications will begin immediately and will continue until the position is filled. See job description below.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.

JOB DESCRIPTION

Position Title: Medical Director to the Physician Assistant (PA) program

General Statement of Duties: Serves as Medical Director to the Physician Assistant (PA) program.

Supervision Received: Receives general supervision from Physician Assistant Program Director.

Supervision Exercised: None

Occupational Group: Faculty – 12 month contract

FLSA: Exempt (Faculty Contract)

Primary Job Responsibilities*:

PA Program duties:

- Active participant in Physician Assistant (PA) program
- Support the PA Program Director in insuring that both didactic instruction and supervised clinical practice experiences meet current practice standards as they relate to the PA role in providing patient care.
- Participate in developing, reviewing, and revising the mission statement and goals for the PA program
- Participate in designing, implementing, coordinating and evaluating the PA program curriculum
- Participate in evaluating the PA program.
- Evaluate PA student performance throughout entire program
- Participate in the PA program admissions process and applicant selection
- Participate in student remediation process and instruction
- Review and revise PA program announcements and advertising
- Provide didactic classroom and lab instruction to students
- Assist in acquiring didactic guest lecturers from the medical community
- Assist in securing and evaluating clinical sites and preceptors

General duties:

- Maintain appropriate confidentiality of student information.
- Attend PA program meetings.
- Review all PA program meeting minutes
- Become familiar with accreditation standards.
- Assist in acquiring, recording, and typing data needed for accreditation and site visit.
- Assist with hosting site visitors from accrediting agencies.
- Work closely with PA Program Director, faculty, and staff
- Perform duties of a CSM faculty member as identified in the CSM Faculty Handbook
- Maintain ongoing professional development and represent CSM in professional activities
- Perform responsibilities as assigned by the PA Program Director, Chairperson of the Division

of Arts & Sciences, and the Vice President for Academic Affairs.

Qualifications for Appointment

Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality in all matters required.
- Ability to identify with, share in and have a commitment to the mission, philosophy and goals to College of Saint Mary.
- Excellent human relations and effective communication skills. Qualities conducive to establishing and maintaining effective relationships with clinicians, co-workers in a small office setting, and community.
- Knowledge of CSM policies and procedures, standards and objectives.
- Knowledge of ARC-PA accreditation requirements for PA program

Physical Requirements and Working Conditions:

- Working Conditions: Inside work environment primarily with some travel; non-hazardous work (Infrequent exposure to extremes in noise, temperatures, distractions, etc.). Little or no exposure to hazards. Generally good working conditions with infrequent exceptions.
- Physical Requirements: Normally seated, standing, or walking at will. Occasional light lifting of supplies.

Education:

- Doctor of Medicine or Doctor of Osteopathic Medicine required

Desired Experience:

- Work experience in a college or university setting
- Experience educating medical or PA students
- Experience participating in an accreditation process
- Experience in curriculum design, objective writing, and assessment
- Experience interacting with students
- 5 or more years of clinical experience

License:

- Current license as allopathic or osteopathic physician in the state of Nebraska required
- Current certification by an ABMS- or AOA-approved specialty board required

* All requirements are subject to modification to reasonably accommodate individuals with disabilities. Any one position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.