Position Title: HEALTH CENTER ASSISTANT CASE DOCTOR

Department: Academic Affairs

Reports to: Dean of Clinics

Classification/FLSA Status: Exempt - Faculty Position – Part time

Primary Function: Health Center assistant case doctor provides support for the health center case doctors in the practice and supervise the provision of chiropractic care to patients in the college’s chiropractic health center.

Key Responsibilities:

A. Instruction

1. Practice, model and teach direct contact chiropractic health care as a primary care provider for patients of all ages demonstrating caring, compassionate and ethical behavior. Provide student interns with an effective, guided clinical education experience monitoring and enforcing all professional and legal requirements inherent in the responsibilities of a licensed doctor of chiropractic and holding themselves and interns accountable to required professional, accreditation and behavioral standards including:

   - history and follow-up to chief complaint, new complaints, existing issues and developing issues
   - physical and NMS examination and ongoing reexamination
   - diagnostic studies as needed
   - differentials/diagnosis and updates
   - case management/follow-up and review (including health promotion and wellness)
   - coding
   - plan of care
   - report of findings, ongoing patient education
   - referral and co-management
   - adjustment/treatment/outcomes assessment
   - patient release
   - record keeping
   - ethics and integrity

2. Assist with the development and implementation of clinical education and patient care procedures that inform and advance quality assurance practices to ensure patient care and student performance exceeds competency standards for state licensing, NBCE exams, accreditation and college outcomes.
3. Keep abreast of the latest clinical evidence, research, literature and techniques to support clinical education and improved patient outcomes

4. Assist with the rigorous assessment of intern competency and case performance in order to prepare competent primary health care providers. Assessment includes ongoing written and verbal constructive feedback (and remediation as needed) and documented follow-up to ensure improved performance is demonstrated

5. Exhibit and role-model a communication style that projects a professional image and enhances the doctor-patient and doctor-intern relationships

6. Assist in the maintenance of accurate and thorough patient records that provide a comprehensive information base and organized, legible documentation that is easily retrieved for the qualitative assessment of patient care, intern learning and effective risk management

7. Assist the case doctors in conducting and/or supervising initial patient evaluations and subsequent re-evaluations in order to develop the most appropriate plans of care for each case and to closely monitor patient progress with the intern

8. Assist the case doctors to ensure that re-evaluation of individual patients is performed on an appropriate schedule in order to monitor patient progress

9. Assist the case doctors to ensure that all required quality assurance measures are followed

10. Assist the case doctors in recognizing and documenting and follow-up on contraindications and potential complications of patient care procedures and/or co-management issues

11. Instruct and demonstrate effective oral and written communication of recommended chiropractic care, co-management and referrals that may be indicated

12. Role-model the importance of and effective delivery of the report of findings and ongoing patient education

13. Supervise, provide and assist with the administration of patient adjustments

14. Document x-ray diagnoses and or other diagnostic study diagnoses

15. Assist with grading and auditing patient records

16. Participate as an examiner, proctor or exam materials writer for the Clinic Entrance Exam and/or the Clinical Proficiency Examination (Exit Exam) as required

17. Report violations of the health center policies according to established protocol

18. Assist in providing a fully stocked, clean health center and to report equipment malfunctions as required

19. Meet faculty responsibilities as outlined in the Faculty Handbook
B. Professional Development/Scholarship

1. Participate in activities that enhance individual, personal and professional growth

2. Acquire new skills for program enhancement and development. For example, gain certification in chiropractic technique, diplomat status/specialty or some other aspect of clinical care/teaching

3. Set annual professional goals that will contribute to the attainment of college goals and objectives

4. Submit, to the dean of clinics, annual assessment reports detailing his/her activities relative to meeting health center goals and objectives

5. Actively engage in the continuous improvement of teaching and learning through teaching and learning scholarship, teaching innovation, collaboration and peer review (see faculty handbook for Research and Scholarly Activity Expectation)

6. Utilize individual and college-wide outcomes information for the ongoing development of his/her professional effectiveness and for the ongoing development of the effectiveness of the doctor of chiropractic educational program

7. Modify teaching style based on assessment results and professional development experiences. Document modifications based on assessment results

8. Maintain certificates and/or licenses necessary for employment eligibility

9. Post and maintain student office hours

10. Provide coverage for his/her responsibilities during foreseen absences

C. Service to the College

1. Demonstrate responsibility for shared governance of the college by providing active participation and contribution to the Faculty Senate and on college committees

2. Serve as a faculty mentor to assigned students and faculty members

3. Lend enthusiastic support to college and health center policies and to fellow faculty doctors, particularly in the presence of interns and support personnel

4. Assist health center support personnel in the smooth operation of the health center

5. Participate in the evaluative process for self, department and program

6. Attend commencement exercises, faculty meetings, committee meetings and the annual Lyceum as required.
7. Assume any other duties that may be assigned by the dean of clinics.

Essential Knowledge and Skills:

1. A desire to share the philosophy, science and art of chiropractic and the responsibilities of a primary health care provider with future doctors of chiropractic
2. Doctor of Chiropractic degree
3. A current South Carolina chiropractic license
4. At least three years full-time chiropractic practice and/or teaching experience
5. Strong organizational, supervisory and communication skills
6. Excellent written and verbal communication skills
7. Ability to be assertive and enforce health center policies and procedures
8. Current certification in Basic Life Support
9. Computer skills: MS Office

Physical demands and work environment:

Assistant Case Doctor Workload Expectations:
Recognizing that part-time assistant case doctors have limited availability generally also in private practice or serving the college in another capacity, the college has established no minimum hour requirement for this position. The assistant case doctor is compensated hourly. The Dean of Clinics or designee will establish actual work hours and maintain the weekly schedule for multiple assistant case doctors. During college breaks case doctors will only be expected to work as assigned based on health center hours and amount of needed coverage.

See current Faculty Handbook for sick leave, personal leave, jury duty, Family Medical Leave Act and additional benefits.

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; stoop; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.
I have read and understand this explanation and job description:

____________________________________    /   /   
Employee Signature                     Date