Director for Didactic Education Position  
Physician Associate Program  

POSITION DESCRIPTION  

ACADEMIC APPOINTMENT  
The faculty member of the Physician Associate Program serves at the direction of the Program Director. They will function in a joint role with responsibilities that will involve activities in both the didactic and clinical phases of the students’ academic program. Rank will be commensurate with education, experience, and academic record.

GENERAL  
This position is a twelve month consecutive term faculty position in the Physician Associate Program. The PA faculty consists of a highly motivated, cohesive group of experienced educators. Our goal is to provide a comprehensive curriculum focusing on primary care and to prepare students to practice in a variety of clinical settings.

REQUIRED QUALIFICATIONS  
The faculty member must hold current NCCPA certification, minimum of a Master’s Degree, and eligible for licensure in the state of Oklahoma.

Must be eligible to be credentialed with our current health insurance plans. Additional eligibility for Oklahoma Bureau of Narcotics Dangerous Drug Certificate (OBNDD) and Drug Enforcement Administration Certificate (DEA) are required.

Ability to work collaboratively as an interprofessional team member is essential. Excellent written and oral communication skills to effectively communicate with students, staff, instructional faculty including adjunct faculty and guest instructors, organizational administrators, and community partners is expected.

Punctuality, attention to detail, and adherence to due dates is required. Proficiency in the use of technology for organization, word processing, electronic health records, and communication is essential.

At least 2 years of clinical or PA education experience is required.

ALTERNATIVE REQUIREMENTS for Non-PA  
The faculty member must hold a doctorate in Education or a related field with experience in curriculum design, program evaluation, and student assessment. Faculty with a demonstrated history of scholarship, grant submission, and mentoring is considered advantageous.

Ability to work collaboratively as an interprofessional team member is essential. Excellent written and oral communication skills to effectively communicate with students, staff, instructional faculty including adjunct faculty and guest instructors, organizational administrators, and community partners is expected.
Punctuality, attention to detail, and adherence to due dates is required. Proficiency in the use of technology for organization, word processing, electronic health records, and communication is essential.

**PREFERRED QUALIFICATIONS**

Teaching experience.

Doctoral preparation or active pursuit.

Documented scholarly activity.

**AREAS OF RESPONSIBILITY**

**ADMINISTRATION**

1. Oversee implementation of curricular design and coordination of scheduling of the didactic program with faculty to optimize delivery of instructional content to students.

2. Insure faculty are appropriately oriented to: program mission and goals, specific teaching responsibilities, program instructional resources, and specific learning objectives for which they are responsible.

3. Serve as a member of the Physician Associate Education Committee to facilitate high quality education through curriculum development and continuous self-assessment and improvement processes.

4. Design original or review and modify as appropriate existing curricula to correlate with established or new course and program outcomes and implement curricula in alignment with the educational approach of the University of Oklahoma Physician Associate Program.

5. Mentor, instruct and evaluate students within areas of expertise and interest.

6. Work in collaboration with the Directors of Admissions, Student Affairs, and Clinical Education to provide assistance with admissions, recruitment, evaluations, remediation, accreditation, bursar, financial aid and other activities.

7. Serve as a member of the Program’s Admissions Committee and Academic Affairs and Promotions Committee.

8. Attend faculty meetings of the Department and Division.

9. Participate in Student Class Activities.

**ACADEMIC**

1. Attend lectures and provide peer feedback and evaluation.
2. Serve as a faculty advisor and mentor to 10-15 PA students/class.

4. Advise potential students on preparing their application to the Program.

5. Serve as course director, classroom teaching, and participation in course assignments in a setting promoting team teaching.

6. Work in concert with other faculty to develop appropriate “mini-courses” to address the special instructional needs of the PA Program.

7. Develop and maintain student learning objectives, evaluation instruments for traditional, synchronous and asynchronous web courses.

8. Participate in lab sessions and simulations.


10. Establish a personal program of scholarly activity.

**SERVICE**

1. Maintain an active role in state and national organizations supporting the educational mission of the program.

2. Represent the Department and Division in intramural and extramural community activities.

**CLINICAL PRACTICE (for PA Faculty)**

1. Provide clinical services to patients in accordance with Division policy.

2. See patients in clinical practice appropriate to training and expertise for (two) half day sessions per week for 46 weeks annually.

3. Maintain clinical credentials to include state licensure and national practice certification.