Clinical Education Outreach Coordinator
Physician Associate Program

POSITION DESCRIPTION

ACADEMIC APPOINTMENT

The faculty member of the Physician Associate Program serves at the direction of the Program Director and Director for Clinical Education. 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 (defined in Oklahoma as Family Practice and Emergency Medicine) 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 is essential. Excellent written and oral communication skills to effectively communicate with students, staff and instructional faculty and organizational administrators. Punctuality, and close attention to due dates is required.

At least 5 years of clinical experience is required.

PREFERRED QUALIFICATIONS

Clinical and teaching experience in an academic medical center

Teaching experience is preferred. Doctoral preparation or active pursuit is preferred.

A self-motivated individual who is able to function with little supervision and who is enthusiastic about working in a collaborative environment is preferred.

AREAS OF RESPONSIBILITY

ADMINISTRATION
1. Oversee the PA Program’s clinical education program in the OU Medicine clinical enterprise.
2. Responsible for oversight of PA practice within OU Medicine. Functions as primary resource regarding PA utilization and practice in the OU Medicine.
3. Facilitates recruitment, hiring, placement, and onboarding of PAs.
4. Oversee PA Credentialing/Privileging. Ensures PA’s are appropriately credentialed/privileged per The Joint Commission mandates prior to practice. Must maintain updates on The Joint Commission mandates regarding PA practice.
5. Work in collaboration with the College of Medicine clinical departments, OU Medicine Executive leadership, clerkship directors, and the Director for Clinical Education in the PA Program to develop, implement, and maintain clinical sites for PA students rotating in the OU system.
6. Design original or review and modify as appropriate existing curricula to support course and program learning outcomes in coordination with the clinical education team.
7. Assist with compliance consistent with College of Medicine requirements with affiliation agreements.
9. Oversee the creation and maintenance of applicable student files in print and electronic form.
10. Establish and maintain effective working relationships with students, faculty, staff, administrators, and the general public.
11. Serve as a member of the Program’s Admissions Committee, Academic Affairs and Promotions Committee, and the PA Education Committee.
12. Attend faculty meetings of the Department and Division.

**ACADEMIC**

1. Attend lectures and provide peer feedback and evaluation.
2. Serve as a faculty advisor and mentor to 10-15 PA students/class.
3. Advise potential students on preparing their application to the Program.
4. Serve as course director, classroom teaching, and participation in course assignments in a setting that promotes team teaching.
5. Work in concert with other faculty to develop appropriate “mini-courses” to address the special instructional needs of the PA Program.
7. Develop student learning objectives, evaluation instruments for traditional, synchronous and asynchronous web courses.
8. Participate in lab sessions and simulations.
9. Participate in clinical quality improvement, clinical site visits/evaluation, as needed.
10. Maintain current certification and licensure with the NCCPA and OSBMLS.
11. Establish a personal program of scholarly activity.

SERVICE
1. Maintain an active role in the Oklahoma Academy of Physician Assistants.
2. Represent the Department and Division in appropriate community activities.
3. Encourage involvement in national service opportunities in organizations supporting the educational mission of the program.

CLINICAL PRACTICE
1. Provide clinical services to patients in accordance with Division policy.
2. See patients in clinical practice appropriate to training and background for (two) half day sessions per week for 46 weeks annually.
3. Maintain clinical credentials to include state licensure and national practice certification.