



Job Description

Job Title:	Associate Dean for Clinical Affairs And Patient Care	Prepared by:	Dean, CDM
Location:	S. Jordan	Reviewed by:	Director, HR
Unit:	College of Dental Medicine	Approved by:	VP, Academic Affairs and Program Planning
Reports To:	Dean, CDM	Date:	2/23/2010
FLSA Status:	Exempt		

Summary

The Associate Dean for Clinical Affairs and Patient care is responsible for providing leadership in the development of an innovative, faculty-driven, patient-centered group practice model of patient care, in which students from all predoctoral years (vertical integration) will work in the clinic under the guidance of faculty mentors. The faculty mentors will have direct responsibility for patient care, and will manage small group practices with their student associates while providing direct patient care themselves. This model will include close coordination with the preclinical curriculum conducted in USN's simulation center, leading to the seamless integration of pre-clinical and clinical education experiences for the student. The clinical model will also rely heavily on a robust system of community-based clinical rotations, in which students will perform general dentistry under the guidance of faculty preceptors. It is expected that the Associate Dean for Clinical Affairs will have a commitment to innovation and primary care based upon interdisciplinary and interprofessional education.

Responsibilities

- Establish clinical goals and outcomes measures to assess student and faculty performance, efficiency and productivity.
- Develop the network of extramural rotations and clinical community sites to support the predoctoral clinical education program.
- Establish affiliation agreements with extramural sites which are critical for gaining CODA Initial Accreditation Approval.
- Establish the minimal qualifications for, and recruit, the Director of Patient Procurement.
- Identify population and individual patient needs in Utah and the intermountain region and work assiduously to recruit patients to the CODM.
- Assess patient potentials and identify catchments areas of the CODM.
- Create Gantt Chart of the potential for patient procurement in South Jordan, Utah and the intermountain region.
- Establish extramural rotations and community-based sites for predoctoral education.
- Work with local and regional health care agencies, not for profits, and the community of practitioners to ensure that a full range of oral health care services are provided to the underserved populations in Utah and the intermountain region.

Skills

- Ability to make rapid, sound decisions
- Ability to adapt to changing circumstances
- Ability to apply critical thinking.
- Ability to collaborate innovatively within the college and outside of it.
- Ability to solve problems rapidly.
- Ability to implement at both the strategic and operational levels.
- Knowledge of systems thinking and information technology with respect to the education environment.
- Knowledge of continuous quality improvement methods.
- General knowledge of the principles of community organization, public and business administration.
- Broad knowledge of issues in dental education.
- Leadership skills and professionalism.
- Verbal and written communication skills.

- Working knowledge of dental school curricula.
- Knowledge of Commission on Dental Accreditation policies, procedures, standards, and accreditation process.
- Adhere to USN policies and procedures.
- Perform other duties as assigned/required.

Education/Training

- DDS or DMD and/or a Doctorate Degree.

Experience

- Experience applying systems thinking and information technology to the education environment.
- Experience implementing continuous quality improvement.
- Experience in the successful operation of clinical educational programs.
- Five years of experience in progressively responsible administrative and leadership positions, at least two of which must have been in an administrative role related to the provision of health care services.
- Experience in integrating community-based education in a predoctoral education program is desirable.

Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Henderson campus buildings, off campus, and to USN campuses and facilities located outside Henderson, NV.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other USN campuses or facilities (e.g. South Jordan, Utah) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
- Any additional area-specific requirements.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.
- Any additional area-specific physical requirements.

I have read the above position description and have received a copy.

Employee Signature

Date