Clinic Supervisors / Clinic Supervisor Substitutes

Oregon College of Oriental Medicine is a nonprofit educational institution that trains master's and doctoral students in acupuncture and Chinese medicine.

OCOM’s academic programs are among the most comprehensive in the country, providing students with superior training in acupuncture, Chinese herbal medicine, therapeutic massage, and qi cultivation, with a strong emphasis on interprofessional, collaborative patient care. We are currently seeking part-time Clinic Supervisors and Clinic Supervisor Substitutes to teach in our master’s program.

Position Summary

Reporting to the Dean of Master’s Studies and Associate Dean of Clinical Education, the Clinic Supervisor has primary responsibility to guide and mentor clinic interns in their treatment of patients in OCOM’s teaching clinics or other partner organization clinics in Portland. Depending on staffing needs, new Clinic Supervisors will be assigned 1-2 weekly shifts of 4.75 hours each during the 2016-2017 academic year. Clinic Supervisor Substitutes are not assigned a weekly shift, but may be called upon to fill in for absent faculty throughout the year. New Clinic Supervisors and Clinic Supervisor Substitutes will begin training immediately after hiring and may begin working in either Fall 2016, Winter 2017, Spring 2017 or Summer 2017 quarters.

Starting pay for these positions is $27-$33/hour, depending on experience.

Pre-employment screening is required and may include, but is not limited to, a criminal background check, verification of academic credentials, licenses, certifications, Office of Inspector General sanctions and/or verification of work history.

Essential Functions

- Supervise up to four OCOM clinic interns at a time
- Model clinical professionalism for students at all times
- Place every patient on a treatment plan
- Refer patients for additional medical care and evaluation when necessary
- Work closely with Associate Dean of Clinical Education and Dean of Master’s Studies
- Attend two 1.5 hour supervisor meetings per quarter and review the monthly Meeting Agenda and Notes
- Post syllabus and other course materials to Student Information Software (SIS) before the start of every quarter
- Submit required yearly faculty professional development documentation by the required deadline
- Record intern attendance and shift data immediately after the end of every shift
- Submit intern evaluations and grades by the required deadline
- Meet and review progress with interns at least once during the quarter at the mid-term
- Check OCOM email a minimum of twice weekly and respond to any email communication requiring a response in a timely manner
- Submit a Schedule Change form whenever absence from a shift occurs or is anticipated
- When acting as a Clinic Supervisor Substitute or taking personal time, submit timesheets to the Associate Dean of Clinical Education by the established deadline

Continued
Education and Experience Required

- Master's, doctoral or PhD degree in acupuncture and Chinese medicine
- **Minimum** five years' licensure as an acupuncturist with no sanctions against license — **no exceptions**
- Current CPR/First Aid/AED certification
- Experience practicing Traditional Chinese Medicine (TCM) required
- Formal teaching experience, whether in a classroom or clinic, a plus
- Experience practicing in an integrative environment (such as a hospital in China or an integrative clinic) a plus
- Experience writing herbal formulas essential. Successful NCCAOM Examination in herbal medicine or equivalent required — **no exceptions**
- Experience managing complex clinical cases
- Ability to perform appropriate orthopedic exams and document findings according to accepted medical standard for pain cases a plus
- Ability to perform basic biomedical exams and document findings according to accepted medical standards a plus
- Experience with insurance billing (i.e., ICD-10, E&M and CPT coding) a plus

Knowledge, Skills and Abilities Required

- Excellent interpersonal and communication skills
- Basic understanding of computer systems (i.e. Word, Excel, Google Drive, etc.) required
- Ability to work successfully and respectfully with others in a high-paced team environment
- Ability to maintain composure while meeting the demands of students and patients
- Strong attention to detail
- Strong ability to multi-task
- Dedication to exemplary patient care
- Strong work ethic
- Impeccable record of professional integrity
- Commitment to lifelong learning and clinical improvement as demonstrated by attendance at continuing education courses
- Willingness to abide by and carry out the policies of Oregon College of Oriental Medicine

To Apply

Email cover letter and CV/resume (.pdf format only) to HR@ocom.edu by **July 22, 2016**. In your cover letter, please answer the question, “**What are the essential skills that a practitioner of Chinese medicine needs to be successful in the modern health care environment and how would you model and teach them to OCOM interns if you were selected for this position?**”

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Joyce Gates, 75 NW Couch Street, Portland OR 97209, or HR@ocom.edu.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.