

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Clinical Director	SALARY GRADE:	HU-15
DATE CREATED:	December 1, 2014	EEO CODE:	01
JOB CODE:	2131	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The Clinical Director is responsible for the overall direction, operation, and vision of the department. This position will be responsible for assisting faculty in assessing academic outcomes and all services that support acquisition of clinical skill.

SUPERVISORY ACCOUNTABILITY: Responsible for making recommendations within a department in the area of compensation, staff selection, disciplinary actions, complaints, staff performance appraisals, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

NATURE AND SCOPE: Internal contacts include executives, administrators, facility, students and staff of the department and the university at large. External contacts include consultants, representatives from other colleges and universities, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Manage all aspects of program development and operation.
- Manage all classified personnel and standardized patient activities including hiring, evaluation process, and terminations.
- Conduct needs assessment to determine budget, resources and staffing operational needs of the department continuously.
- Evaluate and ensure program quality and determine areas for improvement.
- Oversee marketing and public relations for department.
- Assist faculty in the development of patient-based simulations and evaluations.
- Plan and develop student-centered training programs in support of the curriculum.
- Assist in developing faculty development programs and areas of clinical competency.
- Initiate and participate in research and scholarship activities related to the department internally and externally.

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Manage fiscal activities, including budget preparation, fiscal reports, requisitions, account management and accounting system design.

Prepare contracts and agreements with external organizations related to the department.

Represent the department within the university and with outside organizations.

Represent institution and participate in consortium activities.

Prepare an annual report and other such reports related to the center as requested.

Manage the department's equipment inventory including space utilization, office equipment and clinical skills system.

Work in conjunction with the curriculum committee and the assessment committee to develop, implement, and evaluate competency assessment instrument outcomes.

Serve as assigned on standing and ad hoc committees.

Seek opportunities for innovative initiatives in healthcare.

Perform other duties as assigned.

CORE COMPETENCIES: Experience working with medical faculty and other healthcare professionals to develop instructional programs and evaluation instruments.

Excellent written and oral communication skills.

Knowledge of medical interviewing, physical examination skills, and disease processes desirable.

Experience in training patient simulators for educational uses or equivalent desirable.

Ability to work directly with faculty during case development, evaluation, and revision process.

Ability to read, and interpret professional journals, financial reports, and legal documents as necessary.

Ability to write reports, business correspondence, and procedural manuals.

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Ability to effectively present information and respond to questions from groups of supervisors, customers, and the general public.

Ability to communicate technical concepts and thoughts to management.

Ability to apply moderately complex mathematical equations as applicable.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Familiarity with medical terminology and/or laws, ability to work with spreadsheet and database software and knowledge of health care, accounting systems, hospitals human resources and grants management.

**MINIMUM
REQUIREMENTS:**

Master's degree in education or health-related discipline and 10-12 years of relevant experience. 15 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management