FIELD OBSERVATION ASSISTANT

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health. Naturopathic physicians diagnose, treat, and help prevent diseases using a system of practice that is based on the natural healing capacity of individuals. In addition to the medical college, SCNM operates a medical center onsite. Located in Tempe, Arizona, the overall environment is vibrant and dynamic, with passionate students, staff and faculty.

POSITION PURPOSE:

Work closely with Standardized Patient and Field Observation Coordinator to establish and coordinate clinical Field Observation training sites for first and second year students and to establish and coordinate Elective off-sites for third and fourth year clinical students.

DUTIES AND RESPONSIBILITIES:

- Maintain a positive work environment by conducting oneself and communicating in a manner that is conducive to promoting an atmosphere of cooperation with students, physicians, peers, faculty, administration and off-site physicians. Supports the Mission and Core Values of the College.
- Assist the Standardized Patient and Field Observation Coordinator in the establishment of clinical training sites that satisfy the criteria of the Field Observation Program and Elective Off-Site Program.
- Coordinate the initiation, approval and signing of affiliation agreements.
- Monitor medical student’s placement in Field Observation or Elective clinical off-site.
- Maintain a record of affiliation agreements with every active Field Observation and Elective site.
- Assist the Standardized Patient and Field Observation Coordinator in the negotiation of clinical schedules with clinical sites to develop the Field Observation and Elective off-site schedule for the academic year.
- Assist the Standardized Patient and Field Observation Coordinator to act as SCNM’s liaison between students and clinical sites
- Assist the Standardized Patient and Field Observation Coordinator to perform an orientation for all students entering FO and Elective Clinical training
- Assist the Standardized Patient and Field Observation Coordinator in working with supervisors at the affiliate site in a cooperative effort to provide a smooth and effective clinical training experience for students.
- Assist the Standardized Patient and Field Observation Coordinator in communicating on a regular basis with Field Observation and Elective Site supervisors.
- Work closely with the Registrar’s Office to ensure accurate, up-to-date documentation (e.g. attendance timesheets and performance evaluation records).
- Maintain accurate records.
- Assist the Standardized Patient and Field Observation Coordinator to complete, review and distribute reports to appropriate departments.
- Assist the Standardized Patient and Field Observation Coordinator to ensure the quality and quantity of the Field Observation and Elective off-site clinical sites are consistent with SCNM’s mission and program outcomes.
- Assist the Standardized Patient and Field Observation Coordinator to ensure that all accreditation and state regulations are adhered to within the scope of the externship.
• Process the registration of clinical courses for elective off site clerkships for clinical students. Communicate deadlines and requirement to students in a timely manner.
• Facilitate the coordination of student clinical assignments, site assignments and add/drop within the designated timelines. Provide clinical schedules to students and off site physicians in a timely manner. Ensure information is accurate and up to date.
• Respond to physician and student inquiries regarding requirements for and planning of clinical rotations at elective offsite clinical rotations.
• Maintain updated knowledge of academic policies, procedures and legal requirements. Meet regularly with the Chief Academic Officer, the Standardized Patient and Field Observation Coordinator.
• Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

• Strong organizational skills and detail oriented
• Excellent written and verbal communication skills
• Ability to communicate effectively with the college community and outside constituencies
• Ability to coordinate multiple tasks under tight deadlines and stressful situation
• Ability to work independently with skills in organizing resources analyzing and solving problems, establishing priorities and make evaluative judgments
• Must be proactive, anticipate needs and have excellent follow through and be willing to work as a team member
• Ability to maintain a professional level of communication and confidentiality in all aspects of job performance and protection of student records
• Proficient in Microsoft Office Suite

QUALIFICATIONS AND REQUIREMENTS:

• Bachelor’s degree in a related field preferred
• Clinical background preferred
• Minimum of two years of relevant administrative experience in an educational institution that provides the required knowledge and abilities to perform in this two fold position
• Candidates with a combination of education and experience that provides comparable knowledge and skills may be considered

**Once an offer is accepted, all external applicants are subject to a pre-employment background check and drug screen. Offers of employment shall be contingent upon satisfactorily completion of background check and drug screen.**