

UW Title: Lecturer
MEDEX Title: Clinical Coordinator
FTE 80% - Clinical Coordinator only
100% - Clinical Coordinator + Clinical Practice within UW Medicine or at another practice site with contract through Department of Family Medicine.

MEDEX Northwest Physician Assistant Program Clinical Coordinator

MEDEX Northwest is the Physician Assistant Program at the University of Washington and is a section of the Department of Family Medicine in the School of Medicine. MEDEX has five campuses located at University of Alaska, Anchorage, Kona, Hawaii, UW Seattle (main campus), Gonzaga University in Spokane, and UW Tacoma.

Position Overview:

Primary responsibilities include coordination, management, and supervision of MEDEX clinical year students across the program's multiple campus and clinical WWAMI training sites. The Clinical Coordinator functions as the program's clinical training lead at each MEDEX campus and among the clinical training sites throughout the WWAMI area and beyond. Normally, Clinical Coordinators are an experienced Physician Assistant faculty member who is broadly responsible to interface with and place clinical year students into required and elective clinical rotations that cultivate clinical competencies and prepare students to successfully obtain national certification and enter the PA work force. Clinical Coordinators also nurture existing clinical sites and preceptors as well as develop new clinical sites and preceptors throughout the WWAMI area. The Clinical Coordinator position is a 12-month, non-tenure track appointment.

Additional duties of Clinical Coordinators may include lecturing, proctoring didactic clinical skills, involvement in recruitment and the admissions process, ARC-PA initiatives, as well as duties assigned by the APD of Clinical Affairs or Program Director/Section Chief. Must be available for participation in administrative and academic committees and meetings, University of Washington School of Medicine and Department of Family Medicine meetings as well as various retreats and projects at the University of Washington campus in Seattle and other MEDEX or WWAMI training sites.

Supervision: This position reports directly to the MEDEX Associate Program Director (APD) of Clinical Affairs.

Job Responsibilities:

1. Enlist the support and active participation of practicing clinicians and health care institutions in the clinical education of PA students throughout the WWAMI region.

2. Assist with the organization, structure and scheduling of the clinical curriculum, practicums and rotations in accordance with established educational standards and practices.
3. Support the student evaluation process to assess student progress and documented achievement of essential practice skills and clinical competency objectives for each clinical rotation.
4. Monitor the quality and effectiveness of supervised clinical year instruction and regularly evaluate the teaching effectiveness of the clinical sites involved with the program.
5. Assist in the development of appropriate teaching materials including written, audiovisual, computer and self-instruction materials.
6. Supervise end-of-rotation activities including student examinations and the selection and scheduling of speakers and topics.
7. Represent the program on committees, and projects internally within the university and externally at the community level. Typically, these activities will focus on clinical and/or interdisciplinary education, diversity and health care access.
8. Maintain awareness of and a relationship with student academic advisors. In a timely manner, grade incoming written work as assigned. Conduct clinical site visits during student preceptorships and complete all associated paperwork. Travel to clinical sites is required.
9. This position is responsible for the following specific clinical team duties.
 - a. Collaborate with the other clinical coordinators in all MEDEX campuses on clinical student placements.
 - b. Prepare and deliver lectures on selected topics during clinical events.
 - c. Provide leadership and participate in regularly scheduled Clinical Team meetings and conference calls with Clinical Administrator and the other Clinical Coordinators.
 - d. Work in conjunction with Clinical Administrator and other Clinical Coordinators collaborate on the planning and scheduling of the student orientation to the clinical year, Mid-year Exam Week and Final Exam Week.
 - e. Communicate regularly and effectively with program staff at all MEDEX campuses.
 - f. Grade student clinical assignments as required.
 - g. Participate in Clinical Team retreats and other MEDEX events. This may include travel to other MEDEX campuses.
 - h. Meet with students on issues of professional development and prepare written documentation of these encounters.
 - i. In consultation with the Clinical Team, develop and implement student-specific retention and support activities including tutoring, remediation and counseling opportunities.

- j. Schedule and participate in interviews with first year students to plan their clinical year assignments.

General Faculty Responsibilities:

1. Deliver lectures in courses according to availability and expertise in particular fields. May include lecturing at another MEDEX campus.
2. Participate in any course workshops as needed or required throughout the didactic year. This includes participation as a physical exam instructor and evaluator in fall quarter.
3. Grade papers and student assignments as required.
4. Participate in applicant review, interviews and selection of students for the program. This process includes the following, among other duties:
 - a. possible participation in local information sessions
 - b. file review of applications for program admissions
 - c. participation in the Selection Conference interview days.
5. Participate in student orientation week, faculty retreats, and other program events or functions. Perform other administrative or curricular duties as requested or needed.
6. Maintain knowledge of and participate in program activities related to accreditation and compliance.
7. Other duties as assigned by the Program Director/Section Head.
8. Participate in all MEDEX meetings and activities pertinent to the position.
9. Maintain knowledge of and participate in program activities related to accreditation and compliance.
10. Other duties as assigned.