

## Clinical Internship Director

The Clinical Internship Director is responsible for the education of both students and supervisors in the Daoist Traditions Clinical Internship. The Clinical Internship Director supervises the Clinic Administrator and Clinical Faculty and reports to the President and Vice President. This position could be PT (25 hours/week) or FT (40 hours/per week). Pay is commensurate upon experience and hours with a salary range of \$45K-\$75K/year.

### Required Qualifications for Clinical Internship Director

1. North Carolina Acupuncture License.
2. Minimum ten-year Chinese Medicine practice experience.
3. Managerial and Supervision experience
4. Teaching and instruction experience
5. Administrative work experience.

### Job Description:

1. Develop and maintain organizational culture, values and reputation with staff, students, faculty, alumni, and Board of Directors.
2. Oversee grading for Clinical Internship with the Clinic Administrator.
3. Create syllabi for clinical courses with the Academic Deans.
4. Hold co-responsibility for academic leadership with the President, Vice President, Administrative Director, Clinic Observation Director as part of the Academic Leadership Team (ALT).
5. Assist Administrative Director, President, Vice President, and Clinic Administrator with establishing policies and procedures for the smooth operation of College Clinic.
6. Ensure compliance with ACAHM and NC Board of Governors' standards and participate in self-study processes. Special emphasis for ACAHM Standard 2: Legal and Regulatory Requirements and Standard 7: Program of Study.
7. Establish new clinic opportunities to support the clinical programs, in conjunction with Academic Deans.
8. Schedule and coordinate community events to promote the College Clinic.
9. Train and Onboard Clinical Faculty
10. Investigate and lead response in Needle Sticks and other clinical incidents.
11. Ensure that Clinical Supervisors and Staff understand their responsibility of upholding DT clinic policies and procedures.
12. Create and coordinate Practical Comprehensive exams at the end of the academic year.
13. Supervise the Clinic Administrator in establishing intern schedule.
14. Establish and coordinate guidelines and criteria for student intern evaluations by Clinical Supervisor Faculty in conjunction with the College Administrative Team.
15. Lead clinical faculty meetings four times a year, and clinic intern meetings twice a year.
16. Participate on Admissions Committee as needed.
17. Supervise student interns in the Clinic.
18. Lead the annual review and revision of the Clinic Manual.
19. Ensure clinical training sites have appropriate HIPAA, FERPA and Health and Safety policy, procedures and practices in place.
20. Serve as a Campus Security Authority.
21. Attend Administrative Team meetings.