



Arkansas College of Osteopathic Medicine

Chair of the Department of Internal Medicine search

ARKANSAS COLLEGE OF
OSTEOPATHIC MEDICINE





Position Summary

The Arkansas College of Osteopathic Medicine is accepting nominations and applications for its next Chair of the Department of Internal Medicine. The Chair is responsible for planning, directing, and the implementation of programs, policies and procedures for the Department of Internal Medicine that ensures the integration of scientifically based, biomedical sciences, and osteopathic principles and practices for predoctoral and/or postdoctoral students, provide service to the college and professional communities and engage in innovative scholarship and research to advance medical knowledge.

The next Chair will have a history

of dedication to strong educational programming, an excellent record of clinical service, and a demonstrated commitment to diversity and inclusion. He/she will foster high quality academic education, patient care, encourage and value community outreach, and support faculty success.

She/he must possess superior communication skills, political adeptness, entrepreneurial energy, and an ability to represent the College externally to local, and national constituencies. The successful candidate will be responsible for managing aspects of the department programs, including education, high-caliber, diverse faculty recruitment and retention.



Essential Functions and Responsibilities

- Provide oversight and direction for the Department of Internal Medicine's faculty and staff in planning, developing and implementing ARCOM's curriculum to ensure clinical and biomedical science integration and that all students have the potential to acquire competency in the AOA's established core competencies.
- Provide oversight and direction for the education and instruction of medical students and other health care profession students while providing mentorship and motivation for learning, research and scholarly activity in classroom environments, clinical settings, active learning groups, laboratory experience and research opportunities.
- Provide leadership in the development, delivery and evaluation of the clinical, standardized and simulated education offerings of ARCOM.
- Supervise and evaluate the performance of the Department's faculty and staff annually or as indicated by policy, report evaluations to the Associate Dean of Clinical Medicine, make recommendations for discipline, promotion and recognition of the faculty and develop a culture of excellence, continuous improvement and advancement for each of the faculty members.
- Establish and maintain scheduled office hours for faculty advising, student advising, tutoring, remediation and consultation.
- Plan, develop, and manage the Department's budget to allow the department to implement educational programs for ARCOM, ensure effective and efficient operational functions and procedures consistent with established college policies.
- Assign, direct, coordinate and integrate Department's faculty teaching and clinical services schedule and load consistent with college policy.
- Provide administrative leadership, faculty mentorship and development for junior members of the faculty, staff and students.
- Recruit, develop and evaluate faculty for the clinical education efforts of the college.
- Provide professional and clinical services in the Student Health Clinic or other clinical setting consistent with training and degree as assigned by administration.
- Coordinate and integrate Department of Internal Medicine's faculty teaching and clinical services schedule.

continued on next page...



Essential Functions and Responsibilities (cont.)

- Participate in curriculum development, assessment and modification as a part of the college's ongoing quality improvement and assessment program.
- Participate in the assessment or evaluation of and provide feedback to other members of the faculty as a component of the college's ongoing quality improvement and assessment program.
- Participate in the assessment and evaluation of students and residents, provide feedback and remedial assistance to ensure that the students of ARCOM meet the standards established by the faculty and college and obtain the knowledge, skills and competency required.
- Demonstrate and role model an ongoing ability to work cooperatively with colleagues, supervisors and support staff.
- Demonstrate an ability to work as a group leader and group member; team player.
- Participate in preparation of grant proposals and academic evaluative reports.
- Maintain CME.
- Maintain a personal and professional development plan and portfolio, including documentation of teaching, professional development activities and plans, service provided to college and communities, scholarly activity and research to assure personal growth and continued competency with specialty field.
- Advance the perceived value of and output of research and scholarly activity among the faculty and students of ARCOM through leadership, mentorship and participation.
- Demonstrate the highest standard of professionalism and ethical behavior in all aspects of personal and professional actions and performance.
- Demonstrate and role model an ongoing ability to work cooperatively with colleagues, supervisors and support staff.
- Provide service to the college community and students through serving on ARCOM and department committees, providing leadership, mentorship and expertise to students, participating in community outreach events, international medical events and with professional organizations or groups as assigned by the Dean.
- Demonstrate adaptability and the willingness to assist the college in fulfilling its mission, values, and goals vision through teaching, academic administrative duties (course/system coordinator), providing patient care, and community service and/or perform special duties as assigned.
- Advance the prestige of ACHE through advancement of and avocation for its mission, values, and goals.
- Advance the prestige of ARCOM through scholarly publication and research.
- Other duties as assigned by the Dean or his/her designee.



Required knowledge, skills, and abilities

- Terminal degree (DO) with current Board Certification in appropriate area of specialization if applicable.
- Five years (5) full-time faculty experience at a College of Medicine or five years (5) experience in Graduate Medical Education.
- Demonstrated leadership and productivity in the areas of clinical or professional service, scholarly activity, medical research or education.

Preferred Qualifications

- Terminal degree (DO or MD) with current Board Certification in appropriate area of specialization if applicable.
- Three (3) years prior teaching experience in a clinical setting, College of Medicine or Graduate Medical Education.
- Demonstrated leadership, productivity and administrative experience in a clinical, professional, research or educational settings.
- Good standing with all regulatory and governmental boards and agencies.
- Eligible for coverage by college's malpractice insurer if applicable.

Additional preferred knowledge, skills and abilities

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Demonstrate knowledge and skill in the delivery of medical education in the classroom, laboratory, simulation and standardized laboratory settings and in clinical settings for students and residents. • Demonstrate knowledge of varied curriculum template and educational formats. • Demonstrate ability to mentor and motivate students and peers. • Demonstrate a depth of knowledge in one or more of the medical, psychological, or social disciplines required for the education of medical students, | <p>the practice of medicine, the advancement of medical knowledge and research.</p> <ul style="list-style-type: none"> • Demonstrate leadership skills, organizational skills, delegation skills, and time management skills. • Ability to orally communicate effectively with others. • Ability to work cooperatively with colleagues and supervisory staffs at all levels. • Ability to understand oral and written information, using the English language, and organize thoughts and ideas into effective forms of communication. • Ability to make decisions which | <p>range from moderate to a significant impact on the immediate work environment, as well as outside contributors.</p> <ul style="list-style-type: none"> • Possess public communication skills that allow professional representation of ACHE to a variety of business and community customers and associates. • Strong organizational skills. • Intuitively able to reason, analyze information and events, and apply judgment in order to solve problems of both a routine and complex nature. • Expertise in negotiation. • Experience with scholarly publication and research. |
|---|--|--|



Other Personal Characteristics Deemed Important

- Commitment to excellence on both a personal and professional level, with the highest level of personal integrity and ethical standards, and be known for compassion, fairness and objectivity;
- Proactive, innovative, creative and visionary, with an ability to “think outside the box” and constructively embrace and lead change initiatives;
- Collegial, inclusive, and personally committed to ensuring diversity, both in perspectives and in personnel, with the ability to bring out the best in others and develop a spirit of collaboration within and among stakeholders;
- Facilitator and problem-solver who earns the trust of the community by instilling a sense of “fair play” and placing the goals of the organization ahead of those of any individual, group or department;
- Inspiring, articulate humanist, possessing a deep understanding of and sensitivity to the cultural differences that exist across the basic sciences, public health and clinical training;
- Executive presence and an engaging personal presentation style that encourages consensus-building and cooperation;
- Commitment to create with other health science leaders more collaborative training and joint educational experiences among the health science students to promote more effective and better coordinated care for the patients they will serve at the completion of their training.





About the Arkansas College of Osteopathic Medicine

<http://arcomedu.org/>

Arkansas College of Osteopathic Medicine, a division of Arkansas Colleges of Health Education, is located in Fort Smith, AR. The school is a new, state-of-the-art 102,000 square foot facility located on 227 beautiful acres. Recently the Arkansas Colleges of Health Education (ACHE) broke ground on an exciting new planned residential, retail and entertainment development across from Arkansas Colleges of Osteopathic Medicine. Designed on the principle of New Urbanism, Heritage Village will feature a community based on health and wellness with commercial amenities. Two buildings will be the cornerstone of Heritage Village. Construction

is expected to finish in late spring 2019, with residential and retail space to be open in Summer 2019. Each building will be comprised of over 42,000 square feet for a combined 84,000 residential and retail space including nearly 27,000 square feet of space for restaurants, coffee shops, and other retail businesses. The three-story buildings will have the top two floors designated for campus housing, adding an additional 64 units to the already developed 164 units in The Residents. Located adjacent to the Arkansas College of Osteopathic Medicine (ARCOM), The Residents opened with Phase One in July 2017 and Phase Two in July 2018.

About Fort Smith, Arkansas

Fort Smith, the second largest city in Arkansas, is a historic, progressive community located in the Arkansas river valley. Arkansas is home to some of the largest manufacturing companies such as ABB, MARS, and Glatfelter. Fort Smith is a well-kept secret with multiple activities including: hunting, fishing, sightseeing, excellent vacationing opportunities, home to Arkansas' Oldest Symphony, plays/musicals/festival events every month, as well as some of the hottest musical acts.





Procedure For Candidacy

Applications should include a cover letter and curriculum vitae. Applications and nominations will be accepted until the position is filled. Confidential review of materials and screening of candidates will begin immediately.

The Arkansas Colleges of Health Education/Arkansas College of Osteopathic Medicine is being assisted by Harris Search Associates for this search. Please contact Jeffrey Harris or Debra Cruce for further details.

Contact Info:

Jeffrey Harris, Managing Partner
Tel: 614-798-8500 ext. 125
Cell: 614-354-2100
Email: jeff@harrisandassociates.com
www.harrisandassociates.com

Contact Info:

Debra Cruce, Senior Consultant
Tel: 614-798-8500 ext. 155
Cell: 850-461-0963
Email: debra@harrisandassociates.com

The Arkansas Colleges of Health Education is an Equal Opportunity Employer and firmly support the principle and philosophy of equal opportunity for all qualified individuals, regardless of age, race, color, gender, creed, national origin, disability, marital or veteran status or any other protected category pursuant to applicable federal, state or local law.

Harris Search Associates
I N N O V A T I O N + T A L E N T

iic Partners
Executive Search Worldwide

Harris Search Associates, an IIC Partners member firm, is a leading global executive search and board advisory consulting firm. Our practice is focused on identifying and attracting leaders to support the growth of clients in the areas of research, science, engineering, academic medicine and commercial enterprises. Clients include the foremost universities, research parks, institutes, academic medical centers and commercial organizations driving global innovation and discovery.

Argentina
Australia
Austria
Belgium
Brazil
Canada
Chile
China
Colombia
Czech Republic
Denmark
Finland

France
Germany
India
Ireland
Italy
Luxembourg
Mexico
Norway
Poland
Romania
Russia
South Africa

Spain
Sweden
Switzerland
Thailand
The Netherlands
Turkey
United Arab Emirates
United Kingdom
United States
Venezuela