



Trinity School of Medicine

Senior Associate Dean for Clinical Clerkships

The Trinity School of Medicine invites highly qualified individuals from medical disciplines to apply for the position of Senior Associate Dean for Clinical Clerkships. The Senior Associate Dean supports the Dean in all activities to achieve the school's strategic goals. The Senior Associate Dean is primarily responsible for the day-to-day operations of the clinical clerkships in Baltimore, Maryland, assuring that the decisions made by the Dean and the Executive Committee are implemented. The incumbent will manage the Clerkship Administrator and interact with clinical chairs and third-party partners. As appropriate, the Senior Associate Dean may serve as the Dean's principal representative in meetings and functions.

Applicants must have qualifications for appointment as Associate Professor or Professor and show strong evidence of progressive, sustained leadership through academic administration. The Senior Associate Dean must demonstrate evidence of teamwork, open communication, transparency, collaboration and commitment to diversity and inclusion. Earliest start date for this appointment is 1 July 2018 subject to negotiation.

About Trinity School of Medicine

Trinity School of Medicine was founded in 2008 and graduated its first class in 2012. It is located in beautiful St. Vincent and the Grenadines, West Indies. The leadership team of the school has extensive experience in the U.S. medical education system and accreditation processes. It is accredited by the Caribbean Accreditation Authority for Medicine and other Health Professions (CAAM-HP). In 2016, CAAM-HP was reviewed by the National Committee on Foreign Medical Education Accreditation (NCFMEA), a committee of the U.S. Department of Education, and its standards of accreditation were found to be "equivalent" to the Liaison Committee of Medical Education (LCME).

In 2017, the school began a transition to a university structure composed of the School of Medicine and the School of Biomedical Sciences. This transition is expected to be completed in 2018.

Trinity School of Medicine

Under the leadership of the Dean, the School of Medicine is a transparent, student and faculty oriented organization. It is dedicated to continuous improvement through metric-driven

benchmarks that are linked to the three strategic goals of the school: enhancing student success, enhancing research and scholarly activity, and promoting service to the community.

Trinity School of Medicine serves more than 400 students per year. Approximately 80% of students are U.S and Canadian citizens. The first two years are spent in St. Vincent followed by third and fourth year clerkships in the U.S. All core clerkships in the third year are completed at affiliated hospitals in Baltimore, Maryland. Currently, graduates have matched to residencies in 37 states, 6 Canadian provinces, and several Caribbean countries. Graduates are practicing in 20 states, the District of Columbia, and 5 Canadian provinces.

For more information, go to <https://www.trinityschoolofmedicine.org>.

Required Qualifications

- Academic credentials and a record of scholarship appropriate for appointment as Associate Professor or Professor
- An earned MD or DO degree and board certified in specialty
- At least 5 years' experience in medical education
- A record of progressive administrative responsibilities

Desired Qualifications

- Evidence of teamwork, open communication, collaboration and a commitment to diversity and inclusion
- Experience with clerkship scheduling
- Experience with student data management
- Experience with the requirements for the NMRP match process and leading students successfully through the match
- Experience negotiating with development of hospital affiliation agreements and interacting with hospital administrators

Location: Baltimore, Maryland – a successful applicant will be a resident of the Baltimore, Maryland metropolitan area or interested in relocating to the area.

Description of Duties & Tasks:

1. Contribute to the planning, development and evaluation of clerkships and academic programs within the School. This includes but is not limited to proposing new and changes to the existing curriculum to the Curriculum Committee for approval.
2. Maintain up-to-date affiliation agreements with teaching hospitals contracted by Trinity School of Medicine. Cultivate these relationships, especially with those that have a quality program. Work to improve affiliates where the quality of the teaching program has diminished for whatever reason. Replace affiliates that cannot maintain or provide a quality learning environment per accreditation standards.

3. Manage third party providers who are contracted with Trinity to establish hospital relationships and recruit preceptors at various hospitals.
4. Assure the separation of academic matters and administrative matters, the responsibilities of the school, and the responsibilities of third party providers.
5. Responsible for establishing curriculum, subject matter, methods of instruction, assessment, and those aspects of student life which relate to the educational process – subject to approval by the Curriculum Committee and the Executive Committee of the School.
 - a. Curriculum and teaching philosophy must be within the scope of the program as developed and implemented by the Dean of Trinity School of Medicine or designee.
6. Maintain up-to-date data for all clerkship students that includes, but is not limited to, core clerkships, USMLE attempts and scores, NBME subject exam attempts and scores, residency applications and interviews, and match outcomes.
7. Provide data as needed for the Medical Student Performance Evaluation.
8. Provide career counselling to students through one-on-one discussions, group discussions, and media that includes newsletters and Monday Memos. Direct students to the AAMC Careers-in-Medicine website as needed.
9. Receive and review reports of unprofessional behavior, investigate, and remediate the student as needed.
10. Interact with clinical chairs in maintaining the current curriculum and improving outcomes.
11. Interact closely with the Dean for day-to-day operations of the clinical curriculum and the program in general including long-term planning.
12. Propose academic policies and revisions as needed to further the administration of the clerkships to the Dean and appropriate committees.
13. Promote, by example, a general atmosphere within the School of respect for life, knowledge, thought and inquiry.
14. Participate in scheduled faculty meetings as available.
15. Serve on committees as appointed.
16. Abide by the policies and procedures established by the Provost and Dean of Trinity School of Medicine.

General Statement of Responsibilities:

1. Maintain intellectual integrity and strive for academic excellence in teaching.
2. Provide a curriculum that is within the budget guidelines set by the Provost and Dean.
3. Provide students with appropriate syllabi at the beginning of each term that includes expectations, assignments, and methods of evaluation.
4. Work with the Dean or designee to establish any visiting professor requirements for the clerkship of instruction limited to the budget constraints of the TSOM.

5. Promote adequate standards of linguistic expression in written and verbal communication.
6. Maintain appropriate oversight and interaction with the Clerkship Coordinator(s) for student operations during core clerkships and electives.
7. Review, at least annually, and submit appropriate goals and objectives for each clerkship to the Curriculum Committee for approval.
8. Maintain accessible office hours for student counseling and consultation and when appropriate, via appropriate media (phone, Skype, email, appointment).
 - a. Advise students regarding curricular updates, graduation requirements, and other issues impacting student progress.
9. Provide service to the community, as appropriate, to foster the mission of the School.
10. Perform other duties and projects as assigned.

General Skills:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Expertise in medical education, medical informatics, and clerkship disciplines.
2. Ability to assist clinical staff at the hospitals in their work with Trinity students.
3. Ability to communicate effectively to groups and individually.
4. Ability to effectively interact with people of diverse backgrounds, including students, administrators, faculty, and staff.
5. Ability to coordinate and complete detail-oriented assignments and maintain confidentiality, including FERPA and HIPAA compliance as well as issues of the School (see below).
6. Ability to complete other assignments and responsibilities for the School as requested.

Reporting Structure: The Senior Associate Dean for Clinical Clerkships reports directly to the Dean.

To apply: please submit the following to careers@trinityschoolofmedicine.org:

- Letter of intent outlining qualifications
- Curriculum vitae
- Names and contact information for three professional references (*References will be contacted only for applicants who are selected for further consideration, and only after obtaining the applicant's approval to contact.*) A background check is required for employment. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by U.S. law.