Valley Consortium for Medical Education

**POSITION DESCRIPTION**

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| VCME Position Description Data |
| **Position Title:** Core Faculty | **Date:**  2023-2024 |
| **Sponsor: Valley Consortium for Medical Education** | **Reports to:** Program Director |

**POSITION SUMMARY**

The Core Faculty in Family Medicine member is responsible for the assigned administrative and educational activities pertaining to the Family Medicine education and general training needs of the Family Medicine Residency Program, including those assigned activities related to the recruitment, selection, instruction, supervision, evaluation and advancement of residents. The individual will work under the general direction of the Residency Program Director and, in their absence, the Associate Program Director. This position is designated as Management, exempt from the provisions of the Fair Labor Standards Act and other applicable laws and regulations governing overtime and shall serve as an “at will” employee, subject to overtime, standby and callback assignments, and performs related duties as required.

**REPORTING RELATIONSHIPS:** Works under the general direction of the Valley Consortium for Medical Education, Family Medicine Program Director.

**QUANTIFIABLE DIMENSIONS:** Work closely with residents and residency candidates and directly supervises the Family Medicine residents and medical students as assigned. It is expected that the Core Faculty member maintain 0.1-0.6 FTE of time (to be mutually agreed) dedicated to residency educational and administrative affairs upon mutual agreement, and shall attend a minimum of 45 resident teaching clinics/year, Similarly, it is expected that the Core Faculty member shall attend a minimum of 4 weeks on the Inpatient Medicine resident teaching service/year. Core Faculty members will sustain a minimum of 3 half-days/week clinical fee-for-service work in their own continuity practice, but should not exceed an average of 7 half-days/week clinical fee-for-service work in their own continuity practice or other equivalent professional venue outside the residency program.

**WORKING RELATIONSHIPS/CONTACTS:** Frequent contacts will include the Program Director, Associate Program Director, Program Manager and Program Coordinators, Clinic Nurse Manager, HSA Medical Director and Behavioral Scientist staff. Occasional contact with members of the Valley Consortium Board and Executive Team, members of the Graduate Medical Education Committee, Doctors Medical Center, Stanislaus County Health Services Agency, Memorial Medical Center, Golden Valley Health Centers and UC Davis representatives and community physicians.

**PRINCIPAL ACCOUNTABILITIES:**

1. Maintain a successful learning environment where residents participate in educationally meaningful activities that contribute to their development as a family physician.
2. Implement the educational goals of the program ensuring that relevant policies and procedures are maintained.
3. Ensure that all residents are adequately supervised and evaluated in carrying out their patient care responsibilities.
4. Uphold fair procedures regarding academic discipline and resident complaints or grievances.
5. Monitor resident stress, including conditions that inhibit performance or learning, and dysfunction related to drugs or alcohol.
6. Participate in resident education, including regular attendance in the Family Medicine Clinic, teaching on inpatient/outpatient service(s), lectures and seminars.
7. Participate in the selection of residents for appointment to the program in accordance with institutional and departmental policies.
8. Participate in on-going faculty development, and foster an environment of academic excellence and scholarship.
9. Faithfully perform assigned duties and coordinate clinical fee-for-service time so resident supervision is available to the residents on duty.
10. Collaborate with educational budgeting and allocation of fiscal and staff resources.
11. Develop strong, positive working relationships with residents, fellow core faculty, community physician teachers, residency staff, and VCME leadership.
12. Collaborate with problem resolution and due process evaluations for assigned residents in difficulty.
13. Maintain a part-time primary care practice within the Health Services Agency system, with membership and representation of medical professional services derived from the established faculty medical group.
14. Participate in patient care activities and in the Health Services Agency patient care initiatives and follow institutional performance requirements.

**PRINCIPAL ACCOUNTABILITIES**

**SKILLS/ABILITIES**

* Perform as a teacher, clinician, and administrator;
* Deliver effective teaching and mentoring to resident physicians;
* Understand the principles of interpersonal relationships and team dynamics;
* Communicate effectively both verbally and by writing clear concise reports;
* Analyze, understand and perform research related to residency education and quality improvement

**KNOWLEDGE**

* Expertise in contemporary knowledge, skills and attitudes toward Family Medicine specialty.
* Effective teaching methods and leadership techniques;
* Compliance and accreditation standards and requirements for residency programs.
* Regulatory and healthcare compliance matters;
* Graduate medical education including residency training requirements and national match requirements.
* Computer applications such as resident scheduling and reporting software such as New Innovations, Microsoft Word, Microsoft Excel and Internet Explorer.

**EDUCATION/LICENSE/CERTIFICATION**

* Graduation from an accredited School of Medicine and possession of either an M.D. or D.O. degree, and have an active, unrestricted medical license to practice in California;
* Possession of an unrestricted controlled substance license for Federal and State narcotic prescribing;
* Board Certification by the American Board of Family Medicine or have appropriate educational qualifications, as so judged by the RRC;
* Certificate of Added Qualifications in Family Medicine is highly recommended.
* Hold an appointment in good standing to the medical staff of the institution(s) participating in the program;
* O**btain a** University of California at Davis Volunteer Clinical Faculty Appointment;
* Possess and maintain a valid Real ID - California Driver's License.