Job Title: Sports Medicine Clinic Coordinator

Department: SCU Health System
Southern California University of Health Sciences (SCU)

Reports To: Sports Medicine Director

Status: Full Time Administrative Faculty Position

Time Requirement: At least 40 hours per week

Job Summary:
The Sports Medicine Clinic Coordinator provides leadership and assumes responsibility and accountability for clinical aspects of the SCU Sports Medicine Department. These responsibilities include:

1. Supervising Sports Medicine residents and clerks, including monitoring delivery of patient services, planning space allocation, and acting as liaison with patients, businesses, health facilities, academic administration, and faculty. This position includes at least 12 hours per week of clerk and resident supervision in the SCU Sports Medicine Clinic.

2. Maintenance of all aspects of the Sports Medicine Clinic, from recruitment of patients, to the supervision of residents and clerks within the Sports Medicine Clinic. The Sports Medicine Clinic Coordinator is responsible to train, supervise, and schedule clerks and residents and all aspects of the Sports Medicine Clinic.

3. Assist in development and administration of SCU Sports Medicine Outreach including outside event coverage and patient recruitment at outside events.

JOB RESPONSIBILITIES

Provide leadership in growing and enhancing model integrated sports medicine specialty training programs through:

- Monitoring delivery of patient services to include reviewing practitioner and intern activities, patient outcomes, and clinic forecasts;
- Ensuring effective cost containment practices of the Sports Medicine Clinic through management and staff/clinician development;
- Maintaining oversight of the SCU Sports Medicine Clinic to ensure it meets the performance standards, protocols, and guidelines approved by SCU;
- Working closely with the Director of Health Services Operations, to monitor appropriate billing and collecting procedures;
- Reviewing all Sport Medicine Clinic policies and procedures and updating as needed;
- Assist in maintaining on-site and off-site medical records administration and ensuring that all state and federal regulations governing the release of information is followed;
- Facilitating interdisciplinary team meetings, ensuring each member of the team to increase their strengths, encouraging members to explore collaborative treatment options that will facilitate greater clinical outcomes, while assisting integration of programs, therapies, and education;
- Functioning as a liaison with patients, businesses, health facilities, academic administration, and faculty;
- Assisting in management of space utilization, renovation, and all allocation;
- Assisting in development of clinical and academic enterprise with outstanding clinical outcomes;
- Working with the Director Of Sports Medicine, Chief Clinical Officer, and Quality Assurance Coordinator to ensure regulatory and other compliance;
- Establishing strong collegial, mutually supportive partnerships with the Deans and Clinical Internship Chairs of the Los Angeles College of Chiropractic and College of Eastern Medicine, and the College of Science and Integrative Health
- Contributing to environment of continuous improvement that fosters physician/practitioner, faculty, and staff collaboration, enhances revenues, controls costs, and improves overall performance of the SCU Sports Medicine Department.
- Engaging in clinical practice in the SCU Sports Medicine Department
- Teaching students in accordance with current course and/or program objectives and learning outcomes.
- Overseeing didactic requirements necessary for students to successfully complete program requirements.
- Using appropriate teaching strategies and methods and modify teaching methods based on assessment results and best practices in teaching and learning.
- Performing regular evaluations and assessment of student performance; submitting student grades as required.
- Collaborating with experts including SCU faculty and departments in the design, funding and execution of clinical and educational research and
production of presentations and forums consistent with the research culture of SCU, the goals of the SCU Sports Medicine Department and fosters and oversees the same from sports medicine students for successful completion of residency requirements.

- Attending and actively participate in department and campus meetings.
- Completing all clinical duties in a timely manner.
- Traveling to events throughout California.
- Providing guidance and supervision to residents and student interns in non-traditional clinical settings.
- Remaining current in relevant disciplines and update course and program content as needed to reflect latest evidence-based practices and information.
- Participating in department and campus meetings, committees, and/or projects.
- Supporting and promote the University mission, vision, goals, strategic plan and objectives to internal and external constituencies.
- Maintaining licenses and certificates necessary for employment eligibility.
- Following all state and federal laws as related to health care.
- Other duties as assigned.

**Expectations of SCU Employees**

The SCU President’s Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general and senior leadership specifically. This is in harmony with principles found in The Advantage, by Patrick Lencioni.

**SCU Core Values:**

1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual’s passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual’s path to accomplishment. At SCU, grit is “Sprinting the Marathon” we have
engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment.

(http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)

3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

**SCU Permission-to-Play Values:**
1) Respect
2) Integrity
3) Emotional intelligence
4) Team player
5) Accountability
6) Collegiality
7) Authenticity

**SCU Aspirational Values:**
1) Evidence based
2) Passion
3) Extra mile
4) Integrative
5) Adaptability

**Common Profile Qualities for All SCU Employees:**
1) Customer service focused
2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
3) A belief that no task that improves the University is beneath us/servant leadership
4) Be an ambassador of the brand
5) Be a part of recruitment
6) Resource innovator

**Profile Qualities for SCU Faculty Administrators:**

1) They are a model of professional leadership
   a. They practice excellent communication skills
   b. They practice self-reflection and personal growth
   c. They are able to maintain confidentiality
   d. They be able to engage in constructive conflict
   e. They seize initiative where required
   f. They individually and collectively prepare for substantive conversations
   g. They offer constructive support for each other & SCU
   h. They possess good organizational skills

2) They operate with a strategic community and external perspective
a. They support and engage in philanthropic endeavors
b. They connect, engage, and give
c. They forge partnerships in conjunction with their supervisor
d. They participate in civic engagement

3) **They actively facilitate the university’s vision and strategies**
   a. They bring their best ideas and perspectives to issues of importance for the good of SCU
   b. They demonstrate commitment to promoting & enhancing diversity in all forms
   c. They are able to utilize transformational leadership
   d. They operate with strategic oversight of their area and assigned initiative
   e. They offer innovative and continuous ideas for university improvements/assessments

4) **They are a champion of the university**
   a. They have an understanding of SCU history
   b. They are committed to the Mission, Vision, and Values of SCU
   c. They participate in and help coordinate our campus events

**Additional Qualities for Academic Leaders:**

1) Exemplar scholars, teachers, and practitioners
2) Student advocate
3) Proficient in student assessment, academic program review, and regional and professional accreditation

**SUPERVISION AND REPORTING STRUCTURE**

Reports to the Director, SCU Sports Medicine

**EVALUATION OF FULL TIME FACULTY**

Full time administrative faculty members are evaluated by their direct supervisor using the SCU staff appraisal process for administrators. Faculty rank and promotions are determined by the Professional Personnel Committee.

**JOB SPECIFICATIONS**
EXPERIENCE:

- Minimum of three years’ clinical practice experience in complementary/integrative health, including strong working knowledge of third party payer billing.
- Minimum of three years’ experience in educational delivery, design, and/or administration.

TECHNICAL:

- PC skills working in a Microsoft Windows OS environment with proficiency in Microsoft Office applications, including Microsoft Word, Excel, Outlook, and PowerPoint.

ABILITIES:

Excellent writing and communication skills; excellent problem solving and analytical abilities; strong organizational skills and attention to detail; ability to work independently and follow through on multiple assignments in a timely manner; work effectively as a team member; ability to work with diverse constituencies; coordinate and prioritize a variety of diverse tasks; excellent interpersonal skills.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of directions and information furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex information and documents. Ability to respond effectively to sensitive inquiries, concerns or needs. Ability to write and communicate effectively.

Fluency in Spanish language including medical terminology preferred.
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.