ASSISTANT CLINICAL DEAN – PHSU BVI CAMPUS

THIS POSITION MAY BE LOCATED IN THE US OR BRITISH VIRGIN ISLANDS. REGULAR TRAVEL IS NECESSARY.

SUMMARY/OBJECTIVE:

The Assistant Clinical Dean serves as the senior academic and administrative leader for all clinical education programs at the BVI School of Medicine. The Assistant Clinical Dean provides strategic leadership, oversight, and continuous improvement of the clinical sciences curriculum, clinical clerkships, graduate outcomes, and affiliated training partnerships. This position ensures that students receive high-quality clinical education experiences that meet accreditation standards, support licensure requirements, and prepare graduates for successful residency placement and medical practice.

The Assistant Clinical Dean collaborates closely with the Basic Sciences Dean or Chair, faculty, healthcare partners, students, and senior leadership to maintain academic excellence throughout the clinical phase of the medical education program.

Success in this role will be measured by the quality and effectiveness of the clinical education program, including clinical clerkship performance and student satisfaction outcomes; achievement and maintenance of accreditation compliance and successful accreditation review outcomes; residency match and placement rates; recruitment, retention, and engagement of qualified clinical faculty and preceptors; student progression, retention, academic success, and graduation outcomes; the development, expansion, and maintenance of high-quality clinical training partnerships; and the successful achievement of strategic goals and objectives related to clinical education, student success, and institutional growth. The Clinical Dean is expected to use data-driven assessment and continuous improvement practices to enhance program quality, support student achievement, and advance the mission of the School of Medicine.

PRINCIPLE DUTIES/RESPONSIBILITIES:

Clinical Education Leadership

- Provide strategic leadership for all clinical education programs, clerkships, electives, and clinical training experiences.
- Develop and implement long-term plans to strengthen clinical education and enhance student outcomes.
- Ensure integration and continuity between basic science and clinical curricula.
- Lead initiatives that support student success, residency placement, and graduate readiness.

Clinical Curriculum Oversight

- Oversee the design, implementation, evaluation, and continuous improvement of the clinical sciences curriculum.
- Ensure clinical learning objectives align with institutional mission, accreditation standards, and current medical practice.
- Monitor student achievement of clinical competencies and Entrustable Professional Activities (EPAs).
- Recommend curriculum revisions based on assessment data, student feedback, and evolving healthcare trends.

Clinical Clerkship Administration

- Direct and oversee required and elective clerkships.
- Establish and maintain standards for clinical training sites.
- Monitor clerkship quality, site compliance, and student learning experiences.
- Ensure consistency in assessment and grading across clinical rotations.
- Address issues involving student performance, professionalism, and remediation.

Affiliation and Partnership Management

- Develop and maintain relationships with affiliated hospitals, clinics, and healthcare organizations.
- Negotiate and oversee clinical affiliation agreements in collaboration with institutional leadership and legal counsel.
- Conduct regular evaluations of clinical training sites and preceptors.
- Expand clinical training opportunities to support institutional growth and student placement needs.

Accreditation and Regulatory Compliance

- Ensure compliance with all applicable accreditation standards, regulatory requirements, and educational policies.
- Lead preparation for accreditation reviews, site visits, and reporting requirements related to clinical education.

- Maintain required documentation, outcomes reporting, and quality assurance processes.
- Implement corrective actions associated with accreditation findings or recommendations.

Faculty Recruitment and Development

- Recruit, appoint, develop, and evaluate clinical faculty and preceptors.
- Promote faculty engagement in teaching, student assessment, scholarly activity, and professional development.
- Support a culture of educational excellence and continuous quality improvement.
- Recommend faculty appointments, promotions, and recognition initiatives.

Student Affairs and Success

- Serve as a key advocate for student achievement and professional development.
- Provide guidance and mentorship to medical students during clinical training.
- Review academic progress and participate in promotion, remediation, and disciplinary decisions.
- Collaborate with Student Affairs to address student concerns and provide academic support services.

Assessment and Outcomes

- Monitor institutional metrics related to clinical performance, student retention, graduation rates, licensing examination performance, and residency placement.
- Develop and implement assessment systems that measure student competency and program effectiveness.
- Utilize data to drive quality improvement initiatives and strategic decision-making.

Budget and Resource Management

- Assist in the development and management of clinical education budgets.
- Ensure efficient allocation of resources supporting clinical programs.
- Evaluate staffing and technological needs to support educational objectives.

Committee Participation

- Serve as a member of the Dean's Council and senior leadership team.
- Chair or participate in curriculum, assessment, accreditation, promotions, and academic standards committees.
- Prepare reports and recommendations for executive leadership and governing bodies.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Listed below are the knowledge, skills, and/or abilities required for this position, as well as the Physical Demands and Work Environment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) degree from an accredited institution.
- Board certification in a recognized medical specialty required.
- Advanced training or experience in medical education, academic leadership, or healthcare administration preferred.

Experience

- Minimum of 7–10 years of clinical practice experience.
- Minimum of 5 years of progressive leadership experience within academic medicine, medical education, residency training, or healthcare administration.
- Experience managing clinical clerkships, graduate medical education, or medical school curriculum preferred.
- Experience with accreditation processes and regulatory compliance strongly preferred.

Knowledge, Skills, and Abilities

- Comprehensive understanding of undergraduate medical education and clinical training.
- Knowledge of accreditation standards governing medical education programs.
- Strong leadership, organizational, and strategic planning skills.
- Exceptional interpersonal and relationship-building abilities.
- Demonstrated success in faculty development and team leadership.

- Experience with data-driven assessment and quality improvement methodologies.
- Excellent verbal, written, and presentation communication skills.
- Ability to work effectively within a culturally diverse and international educational environment.

COMPETENCIES: To perform the job successfully, an individual must demonstrate strategic leadership in guiding clinical education programs and advancing institutional goals; a commitment to academic excellence through the delivery and oversight of high-quality medical education; extensive expertise in clinical education and curriculum development; and a thorough understanding of accreditation standards, regulatory requirements, and compliance obligations. The individual must possess strong relationship management skills to foster productive partnerships with students, faculty, healthcare affiliates, and external stakeholders, while consistently exercising student-centered decision-making that supports academic achievement and professional development. Success in this role also requires the ability to recruit, develop, mentor, and evaluate faculty; promote a culture of continuous quality improvement through assessment and data-driven decision-making; apply sound problem-solving and critical-thinking skills to complex academic and operational challenges; and effectively collaborate across departments and teams to achieve shared objectives. The Assistant Clinical Dean must consistently demonstrate the highest standards of integrity, professionalism, ethical conduct, and accountability while serving as a leader and representative of the institution.

Computer Skills: To perform this job successfully, an individual should have general knowledge of computers including Microsoft Office Applications such as Word, PowerPoint, Outlook, and Excel. Must show proficiency with or the ability to quickly learn the organization's Canvas, LMS, and operational management systems.

PHYSICAL DEMANDS: 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.

The position requires the ability to travel domestically and internationally as needed to visit affiliated clinical training sites and maintain relationships with healthcare partners. The incumbent must be able to attend meetings, accreditation reviews, site visits, and institutional events, both in person and virtually. The role also requires the ability to perform prolonged periods of sitting, computer use, communication, and other administrative activities while effectively engaging with students, faculty, staff, clinical partners, and other stakeholders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually mild to moderate. At times, the position requirements will require the ability to produce results in a fast-paced environment. Independence and autonomy with little direct supervision is required. Professional mannerisms are expected as a representative of the university. This position requires leadership and the ability to accept performance feedback.

NOTE: This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Ponce Health Sciences University (PHSU), as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, political affiliation, disability, or veteran status.