



Physician Assistant Educational Program

Didactic Faculty

Position Summary:

The didactic faculty will coordinate guest lecturers and teach in the assigned courses in the PA Educational Program. They will report to the Academic Coordinator and then to the Program Director.

Essential Job Functions:

Teach the assigned courses and any other topics as assigned.

Coordinate guest lecturers, including: scheduling the lecturer, communicating scheduling efforts with staff and team leader, set-up and take-down of equipment for lecturer, attending lecture presentation, providing appropriate feedback regarding the presentation, arranging needed transportation to the lecture site, processing appropriate paperwork for compensation in a timely manner.

Heritage University expects teaching faculty to observe those policies and practices at all times which are considered standard professional responsibilities. These include, but are not confined to:

- Meeting all classes as scheduled;
- Assisting in the recruitment of students;
- Reviewing student admission applications and participating in applicant selection;
- Reporting final grades at the designated time;
- Teaching, instructing, evaluating, remediating, and counseling students;
- Attending student orientation and commencement exercises;
- Having an appropriate number of posted office hours;
- Writing course syllabi and learning objectives;
- Developing course materials including test questions, PowerPoints, lecture outlines, and any additional instructional materials;
- Administering exams;
- Performing committee assignments, including:
 - Developing, reviewing and revising the program mission and goals as needed;
 - Designing, implementing, coordinating, and evaluating the curriculum;
 - Reviewing ARC-PA accreditation standards and verifying program compliance in a systematic method; and
 - Critically evaluating and improving the program and its policies and procedures as indicated by the self-study.
- Engaging in scholarly activity;
- Maintaining professional development;
- Performing University and/or community service;
- Maintaining licensure and certification as appropriate;
- May be required to maintain clinical practice as appropriate;
- Conduct appropriate and consistent with the mission and philosophy of Heritage University;
- Other duties as assigned.

Scope of Responsibility:

Knows the formal and informal departmental goals, standards, policies and procedures, which may include some familiarity of other departments within the University. Is sensitive to the interrelationship of both people and functions within the department.

Flexibility to work as part of a team as well as independently to meet goals in a fast-paced, deadline-driven environment. Sound judgment and discretion in handling confidential information as well as ability to conduct oneself in a highly professional manner. Highly responsive to requests and has a commitment to providing high quality service. Maintains a customer service demeanor at all times.

Decision Making:

On a regular and continuous basis, exercises sound judgment and assumes responsibility for decisions, consequences and results. Is aware those decisions will impact people, costs, and /or quality of service within the University and the PA Educational Department.

Authority/Supervision:

May include responsibility for supervising an assigned staff member.

Communication:

Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

Education:

A Master's degree, or higher, in an appropriate field is required. Candidates having a significant number of educational hours may be considered on a provisional status until degree is completed.

Experience:

- Excellent interpersonal, communications, and presentation skills.
- Ability to generate respect and trust from staff and external constituencies.
- Possess exceptional credentials in scholarly, professional and/or individual achievement.
- Extensive professional experience with an exemplary record for achievement.
- At least three years of health care experience and at least three years of educational experience preferred.

Certification:

If a PA, must be certified by the National Commission on Certification of Physician Assistants (NCCPA), maintenance of which will require meeting the minimum continuing medical education (CME) hours. DO, MD, NP, or Pharm D's must be accredited/certified/licensed as required by their respective profession and the State of Washington.

Additional Skills, Knowledge and Abilities:

- Strong organization, interpersonal, and planning skills
- Strong verbal and written communication skills
- Ability to work in a team
- Ability to manage projects and people
- Ability to work with and manage different computer programs and databases
- Ability to prioritize and self-direct work flow; time management skills
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Work Environment:

Standard office environment. The job requires very little physical effort. Will require attending meetings outside of the University. May include travel to other cities and states.

Physical Requirements:

- Ability to sit in a normal seated position for extended periods of time.
- Ability to move about.
- Ability to reach by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard.
- Communication skills using the spoken word.
- Ability to see and hear within normal parameters.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

APPLICATION INFORMATION AND DEADLINE: Applications should include a cover letter, vitae/resume, transcripts (copies acceptable for initial screening), and names, addresses, e-mail addresses and phone numbers of 3-5 current professional references.

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948