

Chicago College of Oriental Medicine

180 N. Michigan Avenue, Suite 1919

Chicago, IL 60601

312- 368-0900

Job Description:	Clinic Supervisor	Reports to:	Director of Clinical Operations
Department:	Clinic	Course Name:	Observation & Internship

Position Description:

CCOM is seeking a Clinic Supervisor for its master’s programs in Acupuncture and Chinese Herbal Medicine. The clinic supervisor supports the learning experience of student practitioners and ensures the delivery of safe and effective patient care in the College’s Student Teaching Clinic.

The Clinic Supervisor assists the Director of Clinical Operations in creating a supportive learning environment for the student practitioners and guides and supervises acupuncture student practitioners during clinical practice.

Qualifications and Requirements:

- Current, valid state acupuncture licensure and relevant certification
- Minimum of two years of clinical practice

Essential Skills:

- Knowledge of the subject matter area
- Excellent speech, communication, and interpersonal skills
- Prior teaching experience preferred but not required
- Experience in the use of instructional tools preferred but not required

Roles and Responsibilities:

The responsibilities of the Clinic Supervisor include, but are not limited to:

1. **Oversee pre-shift tasks:**
 - i. ensure clinic treatment spaces are clean
 - ii. ensure clinic treatment spaces are stocked
 - iii. take attendance
 - iv. ensure that students are dressed appropriately for their shift
2. **Oversee clinic shift:**
 - i. provide clinical supervision to interns and observers
 - ii. advise & assist students as needed in their clinic activities
 - iii. actively engage students at the appropriate clinical level
 - iv. supervise intake process in order to confirm diagnosis and approve treatment plan



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- v. supervise execution of treatment plan and application of treatment modalities
 - vi. ensure patient visit paperwork and documentation are completed properly
 - vii. supervise the overall patient tracking requirements for students in clinical training
 - viii. ensure that interns are maintaining updated paperwork, including attendance and patient counts
- 3. Supervise and instruct interns in the execution of appropriate record keeping expected from a CCOM student and practitioner engaged in a Clinic experience to include:**
- i. patient charting and reports
 - ii. student reports, student attendance,
 - iii. patient counts and mid-term and final evaluations, etc.
 - iv. provide active engagement for students in clinical practice if patients are not scheduled
 - 1. for example, supervisors can direct students to treat one another, review case studies, teach or review methods, quiz students regarding clinical knowledge, have students conduct/present relevant research, etc.
- 4. Ensure that all of the appropriate practices and protocols are observed by students during the Clinical experience to include:**
- i. the patient competencies as defined by ACAHM in standard 7, criterion 7.04 for a master's Level program
 - ii. using tools provided, evaluate student performance and update Clinic Director with student progress by the end of every term as necessary
 - iii. oversees HIPAA and OSHA training and instruction adherence
- 5. Oversee post-shift tasks:**
- i. ensure that all used equipment has been cleaned and sanitized
 - ii. ensure that rooms are properly cleaned and stocked in preparation for the next shift
 - iii. ensure that the treatment space is cleaned of loose needles and that all unused, open needle packs have been placed in a sharps container

This job description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

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