

**Kansas College of Chinese Medicine**  
**JOB DESCRIPTION**

**Job Title: Clinic Supervisor**

**Reports to: Academic Dean**

**Salary: Salary and benefits commiserate with experience**

**Primary Duties:** The Clinic Supervisor functions primarily in a clinical role and serves as an assistant to the Clinic Director in providing overall management of the clinical training for the Master of Oriental Medicine Program. The position is a full-time faculty appointment requiring service to the College divided among clinical supervision, administrative duties, teaching and service in a manner to be determined by the Academic Dean and shall perform the following duties:

- Serve as a clinical supervisor in the on campus clinic and in the herb pharmacy
- Conduct clinical orientations at the beginning of each semester, develop syllabi for clinical courses, and grade clinical course assignments.
- Contribute to the development of new and/or revised academic policies and procedures pertaining to clinical training and make recommendations to the Academic Dean regarding changes in academic policies pertaining to clinical training.
- Perform clinical administrative tasks to implement and ensure the integrity and quality of delivery of services.
- Oversee student clinical observation of staff and senior student practitioners
- Ensure that activities related to clinical training are supportive of the college and Clinic Mission and Purpose.
- Teaches one or more courses in the Master of Oriental Medicine Program or the Oriental Bodywork Program utilizing the prescribed curriculum
- Prepares academic reports as required by the Dean.
- Performs related duties, such as advising students on academic performance
- Serves on faculty committees as needed.
- Assists in curriculum development.
- Other duties as assigned by the Academic Dean.

**The Clinic Supervisor shall possess the following:**

- Any combination of education and experience that would provide the stated knowledge and abilities listed in the job description. Typically, the Clinic Supervisor will have graduated from an accredited or candidate Traditional Chinese Medicine College, possess a Master or Doctorate level education in the field with 3-5 years of increasingly responsible professional experience in education and patient care and be Nationally Certified by NCCAOM as a Diplomate of Acupuncture and Herbal Medicine or a Diplomate of Oriental Medicine.

*All clinic supervisors are expected to promote lifelong learning practices and to support this guideline it is expected that all faculty members will participate in continuing education within their field of study as well as continuing education in the instruction of adult students.*

**Additional Information:**

Clinic Supervisors work in a standard office and clinic environment and are expected to be able to perform general office and medical procedures, including but not limited to the execution of all safety precautions utilized in the clinical setting, operation of clinic equipment and lifting up to 30 pounds of weight occasionally. Clinic Supervisors are regularly required to sit and talk or hear. Clinic Supervisors frequently are required to use hands to finger, handle or feel; reach with hands and arms and are

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occasionally required to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this position the Faculty are occasionally exposed to outside weather conditions. Noise and dust levels in the work environment are usually moderate but may require the use of eye, nose and mouth protection or hearing protection while in the College herbal pharmacy.

**Application Process:**

Qualified applicants may submit a curriculum vitae, cover letter and list of three professional references via mail or email detailing education, management, research and clinical experience to:

Janet L. Gao  
Vice President Administration  
Kansas College of Chinese Medicine  
9235 E Harry  
Wichita, Kansas 67207  
Email: [admin@kccm.edu](mailto:admin@kccm.edu)

**About KCCM and Wichita:**

The Kansas College of Chinese Medicine is celebrating its ten-year anniversary in August 2007. We are a growing College with dedicated staff. Our instructors are experienced practitioners in their field of study and many have been teaching in the College for greater than 5-years. The College averages 50-75 students per year and anticipates an enrollment of 200 students by 2010. Our average student age is 35-55 many with advanced degrees in other fields of study. KCCM students have consistently demonstrated high academic and clinical performance. KCCM graduates have a 100% pass rate on national examinations and are successful practitioners in their field of study.

Our facility is located in a quiet residential/multi-family neighborhood with easy access to daily amenities and is an ideal location for some of the best-rated grade, middle and high schools.

KCCM has two Programs of Study;

**Master of Oriental Medicine**

The Master of Oriental Medicine Program is a four year, 2955-hour course of study comprised of 1965 didactic, 900 clinic practice hours, 120 hours of community service or volunteer hours in various areas of the College, in addition to 90 elective class hours.

**Oriental Bodywork**

KCCM offers a rigorous academic program that teaches many forms of therapeutic massage and Health Science. The Oriental Bodywork Program requires completion of 360 didactic and 240 clinic practice hours.

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Wichita is the largest city in the State of Kansas with an in city population of 541,000 and a median age of 35 years. The city has six major universities and colleges, four major aviation manufactures, botanical gardens, a world-renowned art museum and zoo as well as an active opera, theatre and art community. Wichita is a great place to raise a family and its populace has a strong moral and work ethic.

Details for each of our programs, a listing of our faculty, staff and board members and links to the City and Census Bureau information may be found on the KCCM website at [www.kccm.edu](http://www.kccm.edu).