PHYSICIAN ASSISTANT EDUCATION
FACULTY JOB DESCRIPTION
Educator Scholar Tract within the
Department of Physician Assistant Studies
School of Medicine and Health Sciences

I. Teaching
   Faculty responsibilities are varied and will differ to some degree based upon
   the individual phases of the curriculum: on-line courses; didactic courses;
   clinical courses; and clinical clerkships. The following duties and
   responsibilities are designed to apply to all members of the principal faculty
   within the Department of Physician Assistant Studies

   A. All faculty members shall:
      1. Serve as Instructor or Course Director for assigned courses.
         a. Prepare syllabi, book lists, and objectives
         b. Prepare assigned lectures using applicable technology for on-line
            and classroom teaching
         c. Work with staff to place all appropriate material on the Blackboard
            learning management system
         d. Assume assigned role in test item writing and preparation
         e. Participate in text selection or other teaching modalities
         f. Assess student progress in course, prepare and submit final grades,
            communicate progress with appropriate stakeholders
      2. Prepare and teach identified topics within the sequential physician
         assistant courses
      3. Participate in on-campus clinical labs and procedural activities:
         a. Instruct and supervise students in assigned clinical practice labs
         b. Evaluate student performance in clinical simulation examinations
      4. Critique student assignments and provide prompt feedback
      5. Assist with student tutorial/remediation sessions

   B. As advisor of a specific number of students, each faculty member shall:
      1. Meet formally a minimum of once during each session that the students
         are on campus to:
         a. Review student performance
         b. Assess student’s readiness for the next phase of the program
         c. Provide opportunity for the student to verbalize his/her progress to
date
         d. Provide opportunity for the student to provide and express feedback of
            the program as it relates to student participation
      2. Meet with any student who has performed unsatisfactorily either
         academically or professionally
3. Monitor student progress throughout the clinical phases of the program by:
   a. Routine contact with the preceptor/clinical site via phone, e-mail, videoconference and/or on-site visit
   b. Review of student trackers on a scheduled basis
4. Be responsible for all aspects of the student’s file during enrollment
5. Work with student in arranging for change in preceptor should the faculty determine that the existing preceptor arrangement is unsatisfactory
6. Work with the student to obtain appropriate clinical affiliations
7. Bring to faculty meetings for discussion information on any student considered at risk, needing additional monitoring/clerkships, or any other form of remediation
8. Maintain complete and up to date records on student and student interactions
9. Verify completeness of permanent file for each advisee within one month of student’s graduation
10. Discuss with Department Chair any student issues regarding successful progression throughout the Program

II. Service

   A. All faculty members are expected to:
      1. Attend and contribute to faculty and department meetings
      2. Participate in the development and revision of curriculum materials
      3. Engage as a member of the Admissions Committee for the Department of Physician Assistant Studies
      4. Maintain records and appropriate documentation on all correspondence pertaining to applicants, students, course assignments and preceptors as applicable
      5. Assume responsibilities in grant related projects as assigned
      6. Assume other duties within the Department when requested
      7. Serve as elected or appointed representative in: Department of Physician Assistant Studies, School of Medicine and Health Sciences, and University committees/activities

III. Scholarly Activity

   All faculty are expected to fulfill responsibilities as described in the Educator Scholar Tract of the Health Sciences Promotion and Tenure Guidelines and commiserate with the Percent of Effort as approved on a yearly basis.

IV. Clinical Effort

   All faculty licensed and certified as a Physician Assistant are encouraged to engage in an agreed upon amount of clinical practice supportive of the Departmental needs
V. **Knowledge, Skills, and Abilities**

All faculty members should possess:

A. General knowledge and proficiency in classroom instruction
B. General knowledge and proficiency in clinical knowledge, skills and abilities to function within one’s profession in the primary care role
C. Knowledge and proficiency in on-line technology utilized by the Program
D. Knowledge of the role of various health care providers in the health care system
E. The ability to develop and utilize competency based materials for physician assistant education
F. Knowledge of the primary care role of the physician assistant
G. Awareness of trends in educational methodologies for teaching clinical skills, and adapting these methodologies, where appropriate, to the curriculum
H. Proficiency in upgrading skills and knowledge required to retain eligibility of professional certification

VI. **Education and Training Experiences**

All faculty members shall possess:

A. Graduate degree as a Physician Assistant is preferred; if a Physician Assistant:
   1. Graduate from an accredited physician assistant program and current NCCPA certification
   2. Minimum 4 years demonstrated successful experience as a PA, preferably in primary health care
   3. Hold or be eligible for unrestricted North Dakota State PA licensure
B. If not a Physician Assistant, a graduate level degree or higher, in a commensurate area of health care from a regionally accredited academic institution
C. Interest in areas that align with our program mission
D. Excellent leadership, communication, and organizational skills
E. Previous teaching experience is preferred
F. A strong interest in scholarship and professional development is preferred
G. Willingness to pursue a doctoral degree, if applicable