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## Director of Student Health Services

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### Position Profile



Prepared by

**Keeling Associates**  
Change for Learning

The Claremont Colleges Services

**DIRECTOR OF STUDENT HEALTH SERVICES**

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## The Opportunity

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The Claremont Colleges Services (TCCS) is seeking applications and nominations for the position of Director of Student Health Services. This is an exciting opportunity for a dynamic, collaborative, and experienced physician to provide sound clinical and administrative leadership and guidance, and day-to-day management of TCCS Student Health Services. The Director will oversee a multidisciplinary and student-oriented staff dedicated to delivering high quality, efficient, and culturally competent programming and services to meet the health and wellness needs of all students at The Claremont Colleges.

[The Claremont Colleges Services](#) (TCCS) is the shared services organization supporting a highly regarded cluster of seven independent colleges known as The Claremont Colleges located in Southern California. TCCS is committed to offering a work environment that is supportive, collaborative, accountable and enjoyable. TCCS offers generous time off

benefits, employer-paid retirement contributions, tuition remission benefits and professional development opportunities. This is a year-round position with breaks based on the academic calendar.

Successful candidates will have a strong record of blended clinical and medical administrative experience, evidence of innovation in service delivery, and knowledge of public health and wellness related issues affecting universities and their student populations. Candidates must have demonstrated the ability to develop and implement strategic objectives, motivate and develop medical, clinical, and administrative staff, effectively manage budgets and resources, and cultivate strong collaborative relationships with Monsour Counseling and Psychological Services and other key constituent groups. In addition, candidates should have a demonstrated ability to work well with a globally diverse student body and the understanding of a complex healthcare market place as exists in Southern California.

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## About The Claremont Colleges

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The Claremont Colleges, a consortium of five undergraduate liberal arts colleges, two graduate institutions, is reminiscent of the Oxford-Cambridge model. The undergraduate colleges include Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, and Pitzer College. The two graduate institutions include Claremont Graduate University and Keck Graduate Institute.

Each academic institution has its own president, its own students and faculty, and its own distinctive mission. The seven independent institutions offer rigorous curricula, small classes, distinguished professors, and personalized instruction in a vibrant residential college community that provides intensive interaction between students and faculty. Undergraduate students may choose from more than 2,000 courses offered each year across the colleges. With 7,700 students and 3,600 faculty and staff, located on more than 560 acres of land, the consortium generates an endless variety of intellectual, cultural and social activities.

The Claremont Colleges Services

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## Position Summary

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Reporting to the Vice President for Student Affairs, the Director of Student Health Services (SHS) provides strategic direction, leadership, and oversight of all medical administration and clinical care, including supervision of all clinical protocols and procedures at TCCS. This position also provides direct outpatient primary medical care to students. Responsibilities of this position are approximately 50% clinical and 50% administrative.

### Clinical Supervision Responsibilities (30%)

- Supervise and direct all clinical staff, including physicians, nurse practitioners, physician assistants, registered nurses, nursing assistants and administrative professionals
- Supervise the Health Education Outreach Coordinator and provide that person with information on health and wellness issues
- Ensure protocols and procedures are in compliance with medical practices and appropriate laws, rules and regulations
- Annually review clinical protocols prior to final approval by the clinical staff
- Perform annual chart reviews for the nurse practitioners
- Supervise nurse practitioner dispensing practices
- Develop in-service programs on protocols and procedures for the clinical staff
- Supervise the radiography unit
- Supervise the laboratory (CLIA-waived tests)
- Supervise the Keck Graduate Institute School of Pharmacy Faculty and Student Program
- Oversee the SHS Wellness Room at Pomona College
- Perform bi-annual performance evaluations for the clinical staff



### Clinical Responsibilities (50%)

- Evaluate, examine, diagnose, and make recommendations for treatment of acute and chronic medical illnesses and minor surgeries
- Perform minor surgical procedures including suturing lacerations, removing foreign bodies, wart treatment, and other procedures as required
- Provide comprehensive health services necessary to meet the needs of a college population including cancer screenings and sexual health evaluation and counseling (e.g. STI evaluation, contraceptive methods, pregnancy testing)
- Educate students regarding their illnesses, preventive health care and other subjects as requested
- Make appropriate referrals for hospitalization or subspecialty care in the community
- Review medical records and laboratory studies

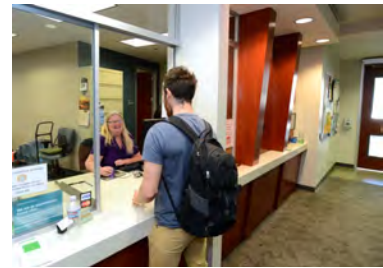
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### Clinical Responsibilities (continued)

- Request appropriate X-rays
- Perform entrance, athletic, pre-matriculation, employment and study abroad physical examinations and make recommendations regarding travel immunizations
- Provide on-call phone service for students 24 hours a day/7 days a week per on-call rotation schedule (approximately 5-7 weeks per year), documenting all concerns, symptoms, telephone advice and disposition in patients' charts.
- Attend weekly staff meetings
- Work collaboratively with Monsour Counseling and Psychological Services staff in management of students with eating disorders and other mental health issues
- Participate in quality assurance/improvement programs for Student Health Services
- Review and update patient educational materials
- Serve as liaison with campus athletic departments, student residential life departments, other community health care providers and outside agencies
- Participate in professional development opportunities and in-service training



### Administrative Responsibilities (20%)

- Participate in The Claremont Colleges Services Student Health Services strategic planning
- Attend inter-department, inter-collegial meetings/committees as requested
- Work in collaboration with Student Health and Counseling Services projects
- Work with the VPSA and the Administrative Services Manager in personnel decisions and financial expenditures regarding daily operations



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## Required Qualifications

- Medical degree from an accredited medical school
- Licensure to practice in current state jurisdiction, and license-eligibility in the state of California; current CPR training and continuing medical education classes
- Residency training in a primary care specialty (i.e. internal medicine, family practice, pediatrics, adolescent medicine)
- Minimum of five years of supervisory experience of professional staff
- Demonstrated success in clinical administration, including personnel management
- Experience working with a diverse population and demonstrated cultural competence

Preferred qualifications include: Board Certified in a primary care specialty; experience working in a higher education health center; and experience with use of Electronic Health Records (EHRs) and electronic patient management systems.



## Required Knowledge and Critical Skills

- Awareness of and sensitivity to racial, cultural, religious, gender and sexual orientation diversity
- Excellent communications skills, oral, written and digital, including the ability to convey clinical information in accessible terms to a variety of audiences
- Understanding of young adult contemporary healthcare issues and the skills to work effectively with a college-age population, international students, faculty and staff
- High emotional intelligence and humility, and a commitment to the highest ethical and professional standards
- Commitment to quality improvement in practice including measurement, data analytics and evidence-based medicine
- Embracing of innovative approaches to advance healthcare delivery and practice

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## Application Procedure and Timeline

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TCCS has partnered with Keeling and Associates, LLC (K&A) in this search process. Applications should include a cover letter and resume/curriculum vitae and must be sent, preferably in PDF format, to [recruiting@KeelingAssociates.com](mailto:recruiting@KeelingAssociates.com). The subject line of the email should read "TCCS Director SHS." A confidential review of applicants is ongoing and will continue until an appointment is made. All applicants received by July 23, 2018, will receive full consideration.

Confidential inquiries and nominations should be addressed to Dr. Jan Walbert, Vice President and Senior Consultant for Executive Search, Keeling & Associates, at [jwalbert@KeelingAssociates.com](mailto:jwalbert@KeelingAssociates.com).

*TCCS is an equal opportunity employer*



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