

Medical Assistant Adjunct Faculty

Position Description

Education:

Baccalaureate degree in a health related field and Certified Medical Office Assistant. Work experience as a Medical Assistant. Minimum two years of experience working in a medical office environment preferred.

Reports to: Chair of Career Pathways and Continuing Education

Purpose:

Leads students toward their goal of becoming a Medical Assistant by: teaching Medical Assistant courses, providing rich clinical experiences and preparing students to pass the certification examination.

Qualifications:

Teaching duties will consist of courses from all levels of the Medical Assistant curriculum, including clinical laboratory procedures, law and ethics in healthcare; medical office administration; medical office finance systems; pharmacology; principles and application; medical assistant clinic procedures; medical assistant externship and seminars. Preference given to candidates with experience in working in programs that are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board.

This position requires a strong commitment to teaching and learning and diversity. Candidates must demonstrate proficiency in teaching and interconnecting medical assistant theory and practice skills.

Responsibilities:

1. Coordinates and instructs assigned MA courses at the locations and times designated.
2. Teach specified subject(s) in the medical assistant curriculum for students' comprehension. This entails having a strong understanding of the topics to be taught, and preparing well for lectures
3. Go through the curriculum and make useful suggestions on possible ways to improve on them to foster effective learning
4. Prepare detailed lecture notes on each topic to be taught, in line with acceptable standards in the institution and deliver lectures in class with authority on the given topic
5. Administer tests and assignments to students to assess their understanding of topics they have taken, as well as to measure the efficiency of the teaching methods adopted
6. Personally supervise academic activities of students to ensure they are doing well, and to put them through where they are experiencing difficulties
7. Evaluate students' performances and create effective means of rewarding excelling students, while encouraging those not doing so well, by working with them to improve their academic performances
8. Promote the mission, philosophy, instructional goals and objectives of Methodist College
9. Develops and maintains an environment conducive to effective learning within the limits of resources provided
10. Prepares for classes and clinical sites assigned

11. Employs a variety of instructional techniques and instructional media, consistent with the physical resources of the teaching site, and consistent with student needs/capabilities
12. Encourages students to meet acceptable performance standards as defined in course syllabi and by state guidelines
13. Takes all necessary and reasonable precautions to protect students, patients, equipment, materials, and facilities
14. Evaluates student progress on a continuing basis, reporting in writing at designated times
15. Works to establish and maintain open lines of communication with students concerning their progress
16. Maintains accurate and auditable records of student attendance and performance as required by law and school policy
17. Assist in upholding state and college policies and procedures
18. Prepares course application forms and maintain student enrollment and test registration records
19. Establishes and maintains cooperative relationships with college staff and clinical site staff
20. Manages all objective testing in ExamSoft and utilizes learning platforms supported by Methodist College such as Desire2Learn (Onsite training and support provided)
21. Other duties as assigned.

Length of contract: Adjunct faculty contract, including additional clinical time. Work schedule to be flexible as required to provide planned courses.

Working conditions and physical effort:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

Communication:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.