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SECTION VI: FACULTY AND ADMINISTRATORS

6.1 PRECEPTORS

All preceptors must be approved through the college for clinical teaching privileges by first completing a Physician Information Form (see Section 3.1.1). The following guidelines have been established for approved preceptors to follow to ensure the quality of student-scheduled clerkships.

Students are encouraged to collaborate with preceptors to accomplish the following objectives in every rotation.

1. Discuss student and preceptor expectations at the beginning of the rotation.
2. Encourage participation in the delivery of medical care (including Osteopathic Manipulative Medicine) to patients under direct supervision.
3. During the course of a typical day:
 - a. see patients during available office/hospital hours;
 - b. make hospital rounds with supervision;
 - c. dictate notes or write on the patient's chart/ permanent record if counter-signed by a physician;
 - d. be on-call with supervision;
 - e. attend all hospital/committee meetings when appropriate; and
 - f. participate in appropriate community activities with supervision.
4. Ensure that the student is excused from the service/practice at certain times for other responsibilities to the college.
5. Discuss constructive feedback based on observation of the student throughout the clerkship regarding his or her cognitive knowledge and clinical/psycho-social skills.
6. Hold weekly conferences (student and the preceptor) in addition to informal, daily feedback in order to:
 - a. review performance to date;
 - b. re-clarify expectations as necessary; and
 - c. answer any questions about the clinical experience.
7. Discuss potential problems as they arise before they are reported to the CORE assistant dean and/or CORE administrator.
8. Complete and sign a blue Clinical Rotation Feedback form and return it no later than one week after the end of the rotation or clerkship to the base CORE hospital office.

6.2 COLLEGE ADMINISTRATION

An administrative network has been established by OU-COM to ensure effective clinical training for students at affiliated hospitals and optimum communication between students and the college during Year 3 and 4. Key personnel in Athens and at the Centers for Osteopathic Research and Education (CORE) provide leadership, oversee the students' educational programs, and enforce the college's regulations.

Dean

John Brose, D.O.

The dean has the ultimate responsibility for the entire curriculum leading to the degree of Doctor of Osteopathic Medicine. Any recommendations for significant change in the Year 3 and 4 curriculum from the associate dean for pre-doctoral education must be reviewed and recommended by the Curriculum Advisory Committee (CAC) and approved by the Dean.

Associate Dean for Graduate Medical Education

D. Keith Watson, D.O.

The associate dean for graduate medical education works closely with the individual CORE assistant deans in each CORE to integrate programs for resident and intern education. In addition, the CORE assistant deans and the associate dean for graduate medical education collaborate to integrate educational programming for students with those offered for interns and residents where appropriate. Specifically, this individual works with the Residency Program Advisory Committees for each discipline to enhance the statewide residency curriculum. This individual is also responsible for facilitation of basic science programming and osteopathic principles and practice modules through all levels of the undergraduate and graduate medical clinical curriculum. This individual works to integrate the “continuum” curriculum through all levels of the CORE System.

Associate Dean for Pre-doctoral Education

Peter B. Dane, D.O.

The Associate Dean for Pre-Doctoral Education provides leadership for the development and implementation of years one through four of the *Patient-Centered Continuum (PCC)* and the *Clinical Presentation Continuum (CPC)* curricula. This individual is responsible for:

1. providing direction for and monitoring the structure and content delivery of the learning environment in years one and two;
2. monitoring the content and quality of year three and four assigned services, ambulatory clerkships, and elective rotations;
3. establishing consistent standards and expectations for all clinical experiences;
4. reviewing student and rotation (program) evaluations and conducting exit interviews with students to assess the learning experience;

5. establishing guidelines for scheduling of all assigned rotations, approving all rotation schedules, and special petition requests (see section 2.1.7);
6. serving as *Instructor Of Record* for all courses in years three and four of both curricula; and
7. serving on the *Committee on Student Progress (CSP)* as well as the *OU-COM Curriculum Advisory Council (CAC)* and the *CORE Academic Steering Committee (CASC)*.

Assistant Dean for CORE Operations & Academic Affairs

Cheryl A. Riley, B.S.N., M.S.

The assistant dean for academic affairs and CORE operations assists with designing, implementing, and evaluating innovative curriculum and ensuring proper curricular documentation for pre- and postdoctoral medical education programs in accordance with college, university, CORE, and accrediting body regulations. This person coordinates the fourth-year Health Care Management Clerkship (OCOM 895). This individual monitors budgetary operations of the Centers for Osteopathic Research and Education (CORE) System and organizational functions of the American Osteopathic Association (AOA) mandated Osteopathic Postdoctoral Training Institution (OPTI) adhering to CORE Hospital, Affiliate College, and Associate Member Participation Agreements. She interprets university, college, and CORE System academic and budgetary policies, procedures, and protocols as well as advises CORE staff and students regarding appropriate application. Other relevant responsibilities include: 1) preparation of college Affiliation Agreements with all clinical training sites; 2) oversight of CORE Clinical/Master Clinical Faculty Guidelines and Appointments; 3) ensuring that students have met curricular requirements for graduation; and 4) participation in ongoing strategic planning for clinical education programs.

Director of Pre-doctoral Education

Judith Edinger, M.S.Ed.

The Director of Pre-doctoral Education works closely with the Associate Dean for Pre-doctoral Education to meet the goals and objectives set for maintaining high standards of clinical education for all OU-COM students.

Other pertinent responsibilities include: 1) coordination of the CORE Hospital Assignment Process (CHAP) and student distribution to CORE teaching hospitals 2) coordination of college administration visits to CORE hospitals 3) work with CORE Administrators to ensure effective communication between the CORE offices and the Office of Academic Affairs 4) coordination of the third-year Osteopathic Family Medicine Clerkship (OCOM 819) 5) clearance/pre-approval of special petition requests for all scheduling exceptions).

Director of Faculty Development

Stephen S. Davis, Ph.D.

The director of faculty development is responsible for directing a college and statewide faculty development program for the CORE System. He supervises two faculty development coordinators for faculty and curriculum development and works with them in developing, planning, implementing and evaluating faculty development programs at OUCOM and affiliated teaching hospitals. You may find some of the faculty development resources useful in your professional development. Visit us online at <http://www.oucom.ohiou.edu/fd/>.

Coordinator of Clinical Competency Assessment

Joanne Bray, R.N., M.B.A.

The Coordinator of Clinical Competency Assessment coordinates and manages the Objective Structured Clinical Examination (OSCE) program in the pre-doctoral and graduate medical programs of the Ohio University College of Osteopathic Medicine/CORE system. Each of the OSCEs occurs on an annual basis.

The Coordinator of Clinical Competency Assessment also coordinates pre-doctoral post-rotation exams (construction and review), Hospital Day, preceptor and student awards and graduation certificates

Director of Student Affairs

Pat A. Burnett, Ph.D.

Student Affairs continues to provide support to students during Year 3 and 4. Activities which the staff facilitate include, but are not limited to: financial aid processing; letters of recommendation for internship, residency, and medical staff appointments; academic support including board prep information; resolution of holds on registration; OU-COM Emergency Loan applications; paperwork for graduation; recommendations for award recipients at graduation; communication between student CORE hospital representatives and Student Council members; maintenance of blue Clinical Rotation Feedback forms blue and academic files; AAMC Electronic Residency Application Service (ERAS); and acts as a general information center in terms of University policies and procedures affecting students.

6.3 CORE OFFICE ADMINISTRATION

CORE Assistant Deans

It is the responsibility of each CORE assistant dean to monitor the performance and progress of students based at their respective

CORE hospital(s) during their Year 3 and 4 curriculum. The physician in this position serves as the chief academic administrative, financial, and public relations officer for the college at their respective CORE hospital(s). Each CORE assistant dean is expected to:

1. be an advocate for OU-COM's curriculum and the regulations governing it;
2. serve as liaison between OU-COM and the CORE clinical faculty, clinical departments, and the hospital administration;
3. direct the various didactic curricular components of Year 3 and 4 as established by the college including the development of lectures, Professional Development Seminars, and Clinical Case Conferences as mandated by the associate dean for pre-doctoral education and/or OU-COM curricular policies;
4. assist Academic Affairs in the development of strong hospital and ambulatory rotations including clinical training sites for Clinical Electives;
5. develop strong clinical teaching sites for pre-doctoral and postdoctoral trainees in collaboration with the director of medical education at a CORE;
6. represent OU-COM daily at the CORE hospital(s) and represent the college's position regarding various issues;
7. serve as the primary financial officer of a CORE site and provide accountability for the expenditures of that site;
8. maintain distance learning capabilities at the CORE hospital(s) and promote the use of the equipment for educational programming;
9. provide leadership and direction to the CORE administrator and clerical staff;
10. support the associate dean for pre-doctoral education in endeavors to strengthen the OU-COM clinical education programs at affiliated teaching hospitals.
11. direct and approve all Year 3 and 4 rotation scheduling for students based at their respective CORE hospital(s);
12. notify another CORE assistant dean regarding the status of any student who plans to do a rotation for remediation at their respective CORE hospital(s);
13. meet each quarter with every student based at that their respective CORE hospital(s) and complete a written report of each student's progress three times each year;
14. monitor volunteer/adjunct clinical faculty clinical

- teaching skills;
15. assist and advise students from OU-COM and other affiliated colleges in the CORE System as needed on matters such as academic deficiencies, individual issues, professional concerns, and career plans as a mentor; and
 16. have secondary and tertiary responsibility for interns and residents respectively in cooperation with the director or vice president of medical education.

The CORE Assistant Deans

Doctors Hospital of Columbus
Grandview Hospital & Medical Ctr.

Peter Bell, D.O.
bell@exchange.oucom.ohiou.edu

O'Bleness Memorial Hospital

Nicole Wadsworth, D.O.
wadsworth@exchange.oucom.ohiou.edu

Southern Ohio Medical Center

Terry Johnson, D.O.
tjohnson@somc.org

St. Vincent Mercy Medical Center

Heidi Morris, D.O.
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Firelands Regional Health System
St. John West Shore

James Preston, D.O.
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Doctors Hospital of Stark County

Mona Shay, D.O.
shay@exchange.oucom.ohiou.edu

South Pointe Hospital

Dennis Kane, D.O.
kane@exchange.oucom.ohiou.edu

St. Joseph Health Center

Philip (Duke) Starr, D.O.
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Cuyahoga Falls General Hospital

Ronald Russ, D.O.
russ@exchange.oucom.ohiou.edu

CORE Administrators

The CORE administrators coordinate and manage all aspects of the Year 3 and 4 program under the direction of the assistant dean at their CORE hospital(s). Responsibilities include:

1. serving as the liaison to Academic Affairs with all educational, financial, and other administrative detail; also, serving as a liaison between OU-COM, the CORE system and DMEs, clinical faculty, and clinical teaching sites;
2. advising and assisting the students based at their CORE hospital(s) in the planning of Year 3 and 4 rotation schedules including elective rotation selection as well as monitoring the satisfactory completion of their students' Year 3 and 4 curricular requirements; also, advising and directing students regarding intern and residency application and interview process;
3. keeping the director of pre-doctoral education informed of the students opinions, problems, and concerns; also, serving as a channel of information between students and the college;
4. keeping the CORE assistant dean informed about their students' activities, performance, and concerns as well as OU-COM policies, procedures, and protocols;
5. monitoring honoraria for Year 3 and 4 rotation coordinators, reimbursement of hospital expenses, preceptor CME, and other Year 4 details as required by the college;
6. educating preceptors about OU-COM and the CORE, its goals, objectives, and procedures; recruiting new preceptors and training sites and providing one-on-one consultation; also, consulting with and giving direction to working physicians in the hospital and community who are involved in the clinical teaching of OU-COM students;
7. supporting the CORE assistant dean in the completion of his or her responsibilities; also, providing leadership and direction to the CORE administrative assistant;
8. representing Ohio University and the college in the hospital and community setting;
9. developing, coordinating and initiating Professional Development Seminars, Medical Jurisprudence Programs, Medical Ethics Program and Educational Day activities including Clinical Case Conferences, and Skills Labs; recruiting presenters/facilitators, giving direction, providing necessary training to presenters and facilitate and/or present sessions;
10. planning and implementing workshops for volunteer clinical faculty their CORE hospital(s), and other didactic components of the Year 3 and 4 clinical education program;

11. educating prospective students about Osteopathic Medicine and Ohio University by one-on-one interviews, developing and coordinating physician mentoring and shadowing experiences and coordinating annual events such as Pre-med programs; serving as a liaison between the College and hospital public relations departments;
12. explaining OU-COM's and CORE affiliate Colleges of Osteopathic Medicine curriculum, and the regulations governing them to current and prospective clinical faculty and department chairman;
13. reviewing evaluations of all students, faculty, and programs recognizing deficiencies and, in collaboration with CAD, developing and implementing an appropriate plan of action; and
14. attending to other duties as assigned by the CORE assistant dean, the associate dean for pre-doctoral education, the assistant dean of CORE operations and academic affairs, and the director of pre-doctoral education.

The CORE Administrators are:

Doctors Hospital

Joseph Scherer, B.A.

scherer@exchange.oucom.ohiou.edu

O'Bleness Memorial Hospital

Joanne McMullen, MA, L.S.W.

McMullen@exchange.oucom.ohiou.edu

Southern Ohio Medical Center

Ben Gill, B.A.

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Grandview Hosp. & Med. Ctr.

Mary Clark, M.A.

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St. Vincent Mercy Medical Ctr.

Bonnie Hay, M.S.

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Firelands Regional Medical Center

Melodie Bayer

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St. John West Shore

Pam Billick, M.S.L.S.

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South Pointe Hospital

Michelle Kairis, M.A.

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Doctors Hospital of Stark County
Cuyahoga Falls General Hospital

Linda Ackerman, M.Ed.

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St. Joseph Health Center

Norma D. Daniels, M.S.

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Coordinators For Faculty And Curriculum Development

The coordinators for faculty and curriculum development coordinate and conduct faculty development activities and academic programs at the CORE hospital(s) in order to improve the overall quality of pre- and postdoctoral clinical training. Responsibilities include:

1. conducting periodic needs assessments of adjunct clinical faculty, students, interns, residents, residency program directors, etc.;
2. consulting with the director of faculty development, director of medical education, and associate dean for pre-doctoral education regularly to determine appropriate action plans, goals, and objectives for faculty and curriculum development at the CORE;
3. providing one-on-one consultation for and on-site observation of adjunct clinical faculty regarding clinical teaching skills;
4. planning, implementing, and evaluating daily: faculty development programs, and curricular materials for osteopathic pre- and postdoctoral medical education programs;
5. employing distance learning technology to provide faculty development, continuing medical education, and academic programs at the CORE via teleconferencing;
6. assisting physicians and trainees at the CORE with designing clinical research projects and preparing papers for publication and presentation;
7. participating in designing curriculum for undergraduate and graduate medical education programs;
8. participating in the determination of evaluation tools and measures to use for the pre- and postdoctoral trainees and clinical education programs;
9. collecting and compiling teaching feedback data from pre- and postdoctoral trainees and distribute information to preceptors quarterly; and
10. attending to other duties as assigned by the CORE assistant dean, the director of medical education, residency program directors, the director of CORE operations and academic affairs, and/or the associate dean for pre-doctoral education.

The Coordinators for Faculty and Curriculum Development are:

Robbin Kirkland, Ph.D.
kirkland@exchange.oucom.ohiou.edu

Olivia Ojano Sheehan, Ph.D.
Sheehan@exchange.oucom.ohiou.edu

6.4 DIRECTORY OF ADMINISTRATIVE AND SUPPORT STAFF

Names, addresses, phone numbers, e-mail, and fax information for administrative and support staff students may need to contact on a regular basis are provided in this section.

6.4.1 Main Campus

OHIO UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

Grosvenor Hall

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Ester McClain
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6.4.2 CORE System

For the most up-to-date contact information for individuals and offices in the CORE system, go to <http://www.oucom.ohiou.edu/InfoCOM/COREphones.htm>