



Duke Health Center for Interprofessional Education and Care Job Responsibilities: Assistant Director June 28, 2019

General Purpose

Four Assistant Directors will be identified to represent each of the major participating health professions programs in the School of Nursing (ABSN, MSN, DNP, PhD) and the School of Medicine (Doctor of Medicine, Doctor of Physical Therapy, Physician Assistant) and to work with the Director (Associate Dean) in pursuit of the Center's mission.

Each Assistant Director (AD) will be responsible for collaborating with the Director to address one or more of the Center's five IPEC component areas, including: Health Humanities and Biological Sciences Education, Team-Based Clinical Education and Care, Faculty Development, Research, and Evaluation. The individual will hold a faculty appointment in either the School of Nursing or the School of Medicine, and will report directly to the Director. While promoting collaboration among all of Duke's health professions education programs, the AD will work to create, advance and evaluate the vision and goals of the Center across one or more of the component areas. The AD will be selected based on their demonstrated experience and achievements in interprofessional education and care (IPEC) and with an intent for these four individuals and the Director to form a highly functioning team with shared commitment to IPEC and with their complimentary interests and expertise. AD's will be expected to be present in person working together as a team at the Center on average one day per week. While the expectation is that each AD will demonstrate high level team-building and communication skills, they will also have opportunities to further develop as leaders. This group of ADs will also commit to create a diverse and inclusive workplace. This appointment is for two years and may be renewed subject to your interests, the Center's needs, and your successful performance in the role.

Essential Duties

1. Represent the interests of the health professions program to which the AD is most directly affiliated in the operations of the Center.
2. Work with the Center Director, Governance and Advisory Committees, other working committees, and Duke AHEAD, to develop short and long term goals and strategies for the development and implementation of the Center, using the "IPEC @DukeHealth" collaborative plan as a framework.
3. Develop/Facilitate/Lead activities across the Center's component areas.



4. Collaborate and cultivate relationships with multiple university stakeholders and leadership of health professions schools and programs to advance the vision and goals of the center.
5. Work together to design and implement robust evaluation for Center activities and utilize these to gauge impact and inform continuous quality improvement.
6. Pursue opportunities to generate extramural revenue for interprofessional education and Center activities. Contribute to the preparation and writing of grant proposals. Submit various reports to appropriate funding agencies as needed.
7. Extend the reach and reputation of the Center through participation on extramural committees and presenting at regional and national conferences. Co-author manuscripts and mentor others on peer-reviewed publications that disseminate the work and outcomes of the Center. Maintain detailed knowledge of relevant national, state, and professional standards to foster adherence related to areas of expertise.
8. Maintain current knowledge in IPEC Core Competencies and advance Duke's ability to meet IPEC core competencies/accreditation requirements.

Qualifications and Experience

1. Ranked full-time faculty member in one of the above-named professions
2. Minimum of three years of experience working in interprofessional education and/or interprofessional care.
3. Demonstrated scholarship in interprofessional education
4. Demonstrated leadership ability to collaborate and build meaningful relationships across the range of health professions, develop programs and/or curricula, facilitate working teams, perform meaningful evaluation, and disseminate findings through scholarship.