



Assistant Dean for Clinical Affairs

College of Dental Medicine

JOB TITLE:	Assistant Dean for Clinical Affairs (with Assistant/Associate/Professor Rank)
SUPERVISOR:	Dean for College of Dental Medicine
EFFORT:	1.0 FTE, Full Time, Exempt
EDUCATION:	DDS, DMD
EXPERIENCE:	A track record of experience in developing and managing the complex challenges associated with developing and operating a dental clinic as part of an academic oral health educational program.
LOCATION:	Sacramento, CA
SALARY :	DOE

Position Summary: The Assistant Dean for Clinical Affairs (ADCA) will oversee the day-to-day clinical operations and patient care services at the California Northstate College of Dental Medicine. As part of the College of Dental Medicine faculty, the ADCA is a key member of the Dean's Executive Committee. With an exemplary reputation as an academic leader, the Assistant Dean for Clinical Affairs will provide support and innovation to all clinical training programs, while working closely with the Assistant Dean of Faculty Affairs to ensure that the clinic activities align with the educational program. The ADCA is responsible for assisting the Dean in the leadership of all matters of clinic management including business operations, clinical finance, quality control and compliance, environmental health and safety, infection control, patient care and records management for all CNU CDM clinics.

RESPONSIBILITIES:

1. Providing leadership, strategic direction, oversight, and management for the College of Dental Medicine in all areas related to clinical operations and patient care.

- Establishing Axiom operational protocols that integrate with the educational program.
- Providing leadership for the design, development, and continuous improvement of clinical and educational facilities.
- Developing organizational structures, job descriptions, reporting relationships, and hiring staff necessary to support clinical operations.

2. Leading quality assurance, quality improvement, and assessment activities for all CNU CDM patient clinics by collecting and analyzing quality assurance data; monitoring patient outcomes, satisfaction, complaints, and incident reports; and providing regular reports and recommendations to the Clinical Affairs and Quality Assurance Committee, Dean, and Dean's Executive Committee. Ensure alignment with the College Strategic Plan, CODA, WSCUC, and other applicable standards.



- 3.** Supporting accreditation, authorization, and regulatory compliance activities, including maintaining knowledge of and compliance with requirements of CODA, WSCUC, the California Dental Board, BPPE, and other applicable federal, state, healthcare, and institutional regulations. Assist with accreditation reports, self-studies, site visits, annual reports, and related documentation.
- 4.** Implementing and maintaining efficient systems for patient assignment, student clinical experience tracking, and monitoring student performance in all clinical settings, including externship sites, in collaboration with the Assistant Dean of Faculty Affairs
- 5.** Identifying deficiencies in clinical training, preparing periodic assessment reports, and recommending and implementing strategies to improve clinical education, patient care, and operational effectiveness.
- 6.** Overseeing the development and implementation of clinical training programs and modules for clinical faculty and staff in collaboration with the Assistant Dean of Faculty Affairs
- 7.** Developing, implementing, and updating policies and procedures in the CNU CDM Clinic Manual and ensuring compliance with applicable healthcare, safety, infection control, and regulatory requirements.
- 8.** Providing oversight for clinic management information systems and technologies, including electronic health records, imaging systems, CAD/CAM systems, and other clinical technologies.
- 9.** Overseeing compliance with contractual requirements related to billing, insurance, reimbursement, and clinic operations.
- 10.** Developing and managing clinic budgets; monitoring financial performance; establishing and assessing key performance indicators related to clinical operations, patient care, student clinical experiences, quality assurance, and financial performance; and providing regular financial and operational reports to the Dean, Dean's Executive Committee, University leadership, and CFO.
- 11.** Serving as a voting member of the Dean's Executive Committee and participating in designated College committees, strategic planning initiatives, continuous quality improvement efforts, and activities supporting the long-term growth and success of the clinical enterprise.
- 12.** Performing other duties and special projects as assigned by the Dean.

QUALIFICATIONS

Must Have:

- 1.** DDS or DMD degree from an accredited dental program.
- 2.** Eligibility for dental licensure in California.
- 3.** Minimum of five (5) years of progressively responsible leadership experience in clinical operations, dental practice management, healthcare administration, academic dentistry, or a related field. Experience in a dental school clinic, academic health center, or other complex



healthcare environment is preferred. An equivalent combination of education, training, and relevant experience may be considered.

4. Demonstrated leadership experience managing a large dental clinic, group practice, academic clinical program, or comparable healthcare operation.
5. Demonstrated knowledge of accreditation standards and regulatory requirements, including CODA, WSCUC, California Dental Board regulations, BPPE requirements, HIPAA, OSHA, infection control standards, and other applicable federal and state healthcare regulations.
6. Experience with quality assurance, quality improvement, clinical assessment, and patient safety initiatives.
7. Experience developing, implementing, and evaluating policies, procedures, and operational protocols.
8. Experience with clinical management systems, electronic health records, imaging systems, and data reporting tools.
9. Demonstrated experience with budget planning, financial oversight, operational analysis, and strategic planning.
10. Strong interpersonal, organizational, written, and verbal communication skills, with the ability to work effectively with students, faculty, staff, administrators, patients, and external stakeholders.

Additional Preferred Qualifications

1. Interprofessional clinical experience.
2. Prior teaching experience in a predoctoral dental program.
3. Prior leadership experience in an academic health center, dental school, or health professions educational institution.
4. Master's degree in Business Administration, Healthcare Administration, Public Health, or a related field.
5. Experience participating in accreditation self-studies, site visits, annual reporting, and continuous quality improvement initiatives.
6. Experience supervising faculty, clinical staff, and administrative personnel.

APPLICANT SHOULD SUBMIT

1. A cover letter (of intent) that addresses skills, experience, and career goals.
2. CV, dates earliest to most recent.
3. A statement of leadership philosophy that reflects your approach to clinical affairs in a health professions school.
4. Name, addresses, email addresses, and telephone numbers of three professional references (references will be contacted directly by CDM after notifying the applicant).

Please send all application materials to Rosemary.wu@cnsu.edu or hr@cnsu.edu

CNU CDM is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.