



COLLEGE OF VETERINARY MEDICINE

3505 Veterinary Medicine Basic Sciences Building, MC-002 2001 S. Lincoln Ave.
Urbana, IL 61802-6178

Position Description

The Assistant/Associate Dean for Clinical Services and Director of the Veterinary Teaching Hospital is an administrative appointment that will carry a \$10,000 annual administrative supplement.

The Assistant/Associate Dean for Clinical Services and Director of the Veterinary Teaching Hospital serves as the chief administrator and financial officer for the UIVTH. This position is responsible for administration and management of staff and resources and providing direction and leadership in all aspects of the hospital's role as a place to teach, learn, practice, do research, and obtain veterinary healthcare in support of the College of Veterinary Medicine.

The Assistant/Associate Dean for Clinical Services and Director of the UIVTH is supported by a full administrative team that includes:

- Associate hospital director who is responsible for operations, health information systems and medical records.
- Associate hospital director of Finance who is responsible for the UIVTH Business Office and Finance.
- Patient services coordinator who is responsible for Veterinary Technician and Assistant Staff.
- A referral coordinator who is responsible for maintaining communication with and developing referring veterinarian relationships.
- Customer service specialist who is responsible for customer service representatives involved in patient admissions and discharges.
- Administrative assistant.

The Assistant/Associate Dean for Clinical Services and Director of the Veterinary Teaching Hospital works in close collaboration with the Head of the Department of Veterinary Clinical Medicine (VCM) and the Assistant Dean for Budget and Business Operations and reports directly to the Dean of the College of Veterinary Medicine. Major duties and responsibilities of this position include:

- Serve as the Chair of the Hospital Board; the Board provides oversight for UIVTH strategic initiatives and serves in an advisory capacity on operational matters and clinical activities.
- Oversees hospital infrastructure to continue supporting clinical education of veterinary professional students and house officers and providing service to clients, patients, and referring practitioners.
- Responsible for the quality, efficiency, profitability, performance, and future success of the VTH and other clinical services. Ensure the policy and procedure review is timely and conforms to regulatory requirements.
- Oversees biosafety and ensure related policies and procedures are current and enforced.
- Ensure that policies and procedures for the four clinical service units meet college, university, and regulatory requirements.

- Work with VTH Administration and hospital staff to support inventory management and budgeting, including procurement of supplies, equipment, consumables as required for the hospital operations.
- Oversees the UIVTH staff and VTH Administrative Team to assure compliance with established policies and procedures relating to personnel hiring, training, and performance.
- Work with the VCM Department Head to provide oversight of the residency and intern programs.
- Collaborate with the VCM Department Head and hospital Board to evaluate clinical faculty appointments.
- Develop and foster positive relationships with the state and local veterinary boards and state and local veterinary medical associations.
- Participate in and facilitate the public relations, marketing, communication, and development initiatives of the hospital to external constituencies.
- Support the advancement office of the College with fund-raising initiatives and active support of philanthropic objectives of the UIVTH.