



Health Sciences Job Summaries

Job Code	Job Title	University Job Summary
20713 20712 20711	Vice President, Health Sciences	Vice Presidents provide executive leadership to university Health Sciences and is responsible for programmatic oversight of the Health Sciences Schools and Massey Cancer Center. They are responsible for providing assessment of programming, policy development, and budget development and oversight. They may be responsible for the performance and development of directors, managers, professionals, and support staff. They articulate the university's vision, mission, and values to internal and external stakeholders. Vice Presidents possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. Vice Presidents typically report to the president of the university or executive leadership.
20613 20612 20611	Senior Associate Vice President, Health Sciences	Senior Associate Vice Presidents provide executive leadership to university Health Sciences and is responsible for programmatic oversight of the Health Sciences Schools and Massey Cancer Center. They are responsible for providing assessment of programming, policy development, and budget development and oversight. They may be responsible for the performance and development of directors, managers, professionals, and support staff. They may represent the Vice President by articulating the university's vision, mission, and values to internal and external stakeholders. Under the direction of the Vice President, Senior Associate Vice Presidents possess the authority to set and change the strategic goals of the business units or functional areas assigned, exercising considerable latitude on how results are achieved. Senior Associate Vice Presidents typically report to the president of the university or executive leadership.
20516 20515 20514	Associate Vice President, Health Sciences	Associate Vice Presidents provide strategic executive leadership for university Health Sciences activities, programs, and services. They are responsible for strategic development and administration of the Health Sciences mission, goals, programs, and student activities and services. Utilizing a comprehensive knowledge of the service or functional area, Associate Vice Presidents provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders. Actions at this level have a critical impact on the overall university service delivery and legal compliance. Under the direction of the Vice President, Associate Vice Presidents possess the authority to set and change the strategic goals of the areas assigned and exercise considerable latitude on how results are achieved. They typically report to the executive leadership.
20513 20512 20511	Assistant Vice President, Health Sciences	Assistant Vice Presidents provide strategic leadership and management of university Health Sciences objectives, ensuring long-term goals are aligned with industry best practices. They provide strategic and long-term planning, implementation, and assessment of major functional areas and ensure long-term goals are supported by the appropriate allocation of staff, space, and financial resources. They articulate the university's vision, mission, and values to internal and external stakeholders and may hold the title of Executive Director or Senior Executive Director. Actions at this level have a critical impact on the overall university service delivery and legal compliance. In



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		<p>consultation with the Vice President or Senior Associate Vice President, Assistant Vice Presidents possess the authority to set and change the strategic goals of the business units or functional areas assigned and exercise independent judgment for complex issues while unprecedented issues may be referred to a higher level for resolution. They typically report to executive leadership.</p>
20426 20425 20424 20423 20422 20421	Chief Medical Officer, Health Sciences	<p>Chief Medical Officers provide strategic leadership in the university Health Sciences field. They are responsible for defining the overall clinical strategy and direction of the of the five health sciences schools: Allied Health Professions, Dentistry, Medicine, Nursing, Pharmacy, and the Massey Cancer Center. Chief Medical Officers possesses the authority to set and change the strategic goals of the units assigned and exercise considerable latitude on how results are achieved. They articulate the university's vision, mission, and values to internal and external stakeholders. They develop and implement appropriate policy and procedures in compliance with legal and regulatory constraints. Actions at this level have a critical impact on the overall operational performance and financial viability of the university. They typically report to the University President or executive leadership.</p>
20416 20415 20414 20413 20412 20411	Director, Health Sciences	<p>Directors typically provide operational management of one or more major divisions of health sciences within an academic school or within Massey Cancer Center with shared-responsibility for planning, policy formation, and strategic implementation of programs or services. They typically ensure policy and legal compliance and manage other professional staff. Directors collaborate with internal and external constituents to achieve overall strategic goals. They have a significant impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues to ensure departmental objectives are met. They typically report to executive leadership.</p> <p>NOTE: The Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.</p> <p>Senior Directors are responsible for long-range strategic planning and must possess a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals through innovative new programs, services, or practices. Senior Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
20346 20345 20344	Associate Director, Health Sciences	<p>Associate Directors typically serve as operational managers providing daily administration of a program or administrative function. They typically ensure policy and legal compliance, manage other professional staff, and support the implementation of strategic and operational goals established by executive and senior leadership. Associate Directors collaborate with internal and external constituents. They have a measurable impact within the department, influencing service delivery and operational goals. Under the direction of senior leadership, they exercise independent judgement for complex issues, referring more complex issues to a higher level. They typically report to executive leadership.</p> <p>NOTE: The Associate Director job is a supervisory job that is intended for positions that have three or more full-time direct reports who are typically managers of functional areas.</p>



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		Positions that meet the scope of the Associate Director job that have fewer than three full-time direct reports should be placed in the Senior Administrator job.
20343 20342 20341	Assistant Director, Health Sciences	<p>Assistant Directors support strategic goals and the university mission by providing daily administration of a program or administrative function. They are operational managers responsible for the supervision and development of staff or the development and implementation of services. They may be responsible for multiple components of a comprehensive or specialized program. They implement the operational goals established by executive and senior leadership. Assistant Directors typically serve as liaisons between internal departments or functional areas in order to achieve operational goals. They have a measurable impact within the department and influence service delivery and operational goals. Under intermittent supervision, they exercise independent judgement for complex issues, referring more complex issues to a higher level. They typically report to executive leadership.</p> <p>NOTE: The Assistant Director job is a supervisory job and is intended for positions that have three or more full-time direct reports who are typically managers of functional areas. Positions that meet the scope of the Assistant Director job that have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Assistant Directors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Assistant Directors assume a higher level of responsibility and authority in compliance and legal matters.</p>
20336 20335 20334 20333 20332 20331	Manager, Health Sciences	<p>Managers serve as operational managers responsible for one or more major divisions of health sciences within an academic school or within Massey Cancer Center. They may be responsible for areas such as ensuring policy and legal compliance; administering budgets; managing multimedia communications; recruiting, training, and supervising a team of staff, interns, or students; and special projects and other related operational activities. In consultation with senior leadership, they develop processes and implement new programs. They have a measurable impact within the department and influence service delivery in the school, department, or business unit. Managers work under intermittent supervision, resolving routine-to-complex issues independently. They typically report to a director or senior administrator.</p> <p>NOTE: The Manager job is a supervisory job and is intended for positions that have three or more full-time direct reports. Positions that meet the scope of the Manager and Senior Manager jobs and have fewer than three full-time direct reports should be placed in the Administrator job.</p> <p>Senior Managers participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Managers assume a higher level of responsibility and authority in compliance and legal matters.</p>



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20916 20915 20914 20913 20912 20911	Administrator, Health Sciences	<p>Administrators provide administrative management of one or more functional units, departments, or business units. They are typically responsible for overseeing and coordinating all administrative affairs, with strategic management of daily operations as a primary purpose. The role may have direct and indirect reports. They typically serve as liaisons between internal departments or functional areas in order to achieve operational goals and serve as a resource to lower-level staff. Their decision-making has a significant impact on service delivery and student success. Administrators work under intermittent supervision, resolving complex issues independently and referring unprecedented issues to a higher level. They typically report to executive or senior leadership.</p> <p>NOTE: The primary purpose of the administrator job is the strategic management of daily operations and not primarily supervision, although the role may have direct and indirect reports.</p> <p>Senior Administrators serve in a senior capacity with the equivalent scope and authority of the Director role but with fewer than three functional area managers as direct reports. They are responsible for long-range strategic planning and the application of a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond the internal scope of the department through innovative new programs, services, or practices. Senior Administrators assume a higher level of responsibility and authority in compliance and legal matters.</p>
20326 20325 20324 20323 20322 20321	Supervisor, Health Sciences	<p>Supervisors provide oversight of daily operations within a health services related business unit or work team. Supervisors ensure that day-to-day operations align with short-term goals and objectives; may help senior leadership develop processes or implement new programs and/or services; and may serve as liaisons between internal departments or functional areas. They may serve as resources for lower-level staff. Their decision-making has a measurable impact on service delivery and operational goals. Supervisors work under intermittent supervision, resolving routine-to-complex issues independently and referring more complex issues to higher-level management. They typically report to a manager or director or in some areas may report to an administrator.</p> <p>NOTE: The Supervisor job is intended for positions that, as a general rule, have three or more full-time direct reports. However, the nature of some job families and the intentional staffing patterns allow for supervisor positions that manage the work assignments, hiring, and discipline of more than three hourly (wage) and/or student positions. Positions that meet the scope of the Supervisor job and consistently have hourly (wage) or student direct reports may be placed in the Supervisor job, in consultation with Human Resources. Otherwise, positions that do not have three full-time direct reports and do not consistently manage three or more hourly (wage) or student direct reports should be placed in the individual contributor job that best fits the overall job content.</p> <p>Senior Supervisors participate in long-range strategic planning, which requires a comprehensive knowledge of the service or functional area. They advance the service or functional area's strategic goals beyond daily operations through innovative new practices. Senior Supervisors assume a higher level of responsibility and authority in compliance and legal matters.</p>



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20316 20315 20314 20313 20312 20311 21206	Health Program/Services Manager	<p>Program Managers serve as operational managers responsible for daily administration of multiple components of one or more health programs. They may be responsible for ensuring that activities are carried out in accordance with specified program objectives. Their typical duties may include implementing programs to improve awareness, education, prevention and screening. They may collaborate with other units within VCU or with outside groups such as community-based organizations, Departments of Health, corporate and foundation funders, and government officials to develop health programs and services. They may also assist with research and manage components of health communications and social media. In consultation with senior leadership, they develop processes and implement new programs. Program Managers work under intermittent supervision, resolving routine issues independently. They typically report to a director or senior administrator.</p> <p>Senior Program Managers possess greater knowledge of administrative, logistical, and operational tasks related to health program management, distinguishing them from Program Managers. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21206 21205 21204 21203 21202 21201	Psychiatrist	<p>Psychiatrists provide medical care that focuses on the diagnosis, treatment, and prevention of mental, emotional, and behavioral disorders. While their responsibilities vary depending on their specialization, typical duties for psychiatrists may include analyzing and evaluating patient data and test or examination findings to diagnose nature and extent of mental disorder; prescribing, directing, and administering psychotherapeutic treatments or medications to treat mental, emotional, or behavioral disorders; designing individualized care plans. They work under limited supervision, resolving complex issues independently. Psychiatrists typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Psychiatrists are distinguished from Psychiatrists by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21296 21295 21294 21293 21292 21291	Physician	<p>Physicians perform highly specialized direct patient care services, consultation, and research. While their responsibilities vary depending on their specialization, typical duties for physicians may include diagnosing and treating patients, taking patients' medical history; ordering diagnostic tests and reviewing results to identify any abnormalities; recommending and designing treatment plans; addressing patient questions and concerns. They work under limited supervision, resolving complex issues independently. Physicians typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Physicians are distinguished from Physicians by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to</p>



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21316 21315 21314 21313 21312 21311	Registered Nurse Manager	<p>Registered Nurse Managers provide and coordinate patient care, educate patients and the public about various health conditions, provide advice and emotional support to patients and their family members, and manage a team of support professionals. Their typical responsibilities may include providing leadership to nursing supervisors, setting guidelines for quality improvement initiatives; monitoring nursing productivity and making recommendations for budgetary planning; ensuring patient safety, including sentinel event monitoring and reporting, root cause analysis, Joint Commission requirements, incident reporting, and medication safety policies and procedures; ensuring that policies and procedures are developed, implemented, monitored, and evaluated in order to maintain compliance with federal, state, and local rules and regulations; developing, implementing, and managing projects for the nursing team. They may work independently or as part of a team. They work under limited supervision, resolving complex issues independently. Registered Nurse Managers typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Nurse Managers are distinguished from Nurse Managers by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21286 21285 21284 21283 21282 21281	Pharmacist	<p>Pharmacists dispense prescription medications to patients and offer expertise in the safe use of medications. They oversee the security, dispensing and internal control procedures for all medications, drugs and medical equipment. Their typical responsibilities may include filling prescriptions based on the prescriber's orders; verifying if the prescription will interact negatively with other drugs that a patient is taking or any medical conditions the patient has; advising patients on how and when to take a prescribed medicine and about potential side effects; administering flu shots and other vaccinations; serving as a resource for pharmacy technicians and interns. They may work independently or as part of a team. They work under limited supervision, resolving complex issues independently. Pharmacists typically report to a director or senior leadership.</p> <p>Senior Pharmacists are distinguished from Pharmacists by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21276 21275 21274 21273 21272 21271	Nurse Practitioner	<p>Nurse Practitioners are advanced practice registered nurses who help with all aspects of patient care including diagnosis, treatments and consultations. While their responsibilities vary depending on their specialization, typical duties for Nurse Practitioners may include educating patients about preventative care and prescribed treatments; conducting physicals, ordering tests and serving as a patient's primary healthcare provider. Some nurse practitioners are also able to prescribe medications. They may work independently or as part of a team. They work under limited supervision, resolving complex issues independently. Nurse Practitioners typically report to a manager or director or in some</p>



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		<p>areas may report to an administrator.</p> <p>Senior Nurse Practitioners are distinguished from Nurse Practitioners by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21266 21265 21264 21263 21262 21261	Biomedical Engineer	<p>Biomedical Engineers analyze and design solutions to problems in biology and medicine, with the goal of improving the quality and effectiveness of patient care. Their typical responsibilities include designing systems and products, such as artificial internal organs, artificial devices that replace body parts, and machines for diagnosing medical problems; installing, adjusting, maintaining, repairing, or providing technical support for biomedical equipment; training clinicians and other personnel on the proper use of equipment. They may work independently or as part of a team. They work under limited supervision, resolving complex issues independently and referring highly complex issues to an upper-level manager. Biomedical Engineers typically report to a director or senior leadership.</p> <p>Senior Biomedical Engineers are distinguished from Biomedical Engineers by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21256 21255 21254 21253 21252 21251	Registered Nurse	<p>Registered Nurses provide and coordinate patient care, educate patients about various health conditions, and provide advice and emotional support to patients and their family members. Their typical responsibilities may include assisting in patient care, maintaining records, ordering diagnostic tests, and assisting with examinations and treatments. They may also provide research support in consultation with university principal investigators. They may work independently or as part of a team. They work under limited supervision, resolving complex issues independently and referring highly complex issues to an upper-level manager. Registered Nurses typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Registered Nurses are distinguished from Registered Nurses by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21246 21245 21244 21243	Psychologist	<p>Psychologists provide professional psychological and counseling services of a remedial, preventive, and developmental nature to students or in support of university research initiatives. They ensure timely delivery of patient care services through appropriate development of patient care plans and applicable health care data management and assist with administrative activities as required. Their typical responsibilities may include providing individual and group counseling and psychotherapy, crisis intervention, and</p>



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21242 21241		<p>clinical consultation; managing outreach initiatives and programming; conducting clinical interviews; conducting screening and comprehensive diagnostic psycho-educational evaluations; providing consultative and resource services to health-care providers, as well as university faculty; providing direct supervision and interactive teaching to trainees in psychology. They work under the direction of the university medical director, making complex decisions independently.</p> <p>Senior Psychologists are distinguished from Psychologists by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21236 21235 21234 21233 21232 21231	Health Educator	<p>Health Educators promote healthy lifestyles and patient wellness by educating and advocating for individuals regarding personal health issues or recovery from illness or injury. They may conduct assessments to develop health education programming and may provide direct patient care services to promote patient knowledge of personal care techniques. Their typical responsibilities may include creating, implementing, and assessing new health promotion programs; conducting focus groups, intercept interviews, and utilizing other data sources to identify prevention needs and creating programs to address those needs; facilitating event logistics including event communication, production of event support materials, and archiving materials upon event conclusion; promoting health promotion activities and services through media outlets. They work under limited supervision, resolving complex issues independently and referring highly complex issues to an upper-level manager. Health Educators typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Health Educators are distinguished from Health Educators by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21226 21225 21224 21223 21222 21221	Dental Hygienist	<p>Dental Hygienists provide direct patient care and operational support requiring a working knowledge of dentistry, dental hygiene techniques, radiology techniques, and proper patient protocols. Their typical responsibilities may include removing calculus and plaque (hard and soft deposits) from all surfaces of the teeth; encouraging oral hygiene and teaching proper dental care to dental patients; obtaining radiographs, looking for disease and abnormalities in the oral cavity; applying treatments that aid in cavity prevention; making impressions of patients' teeth; performing documentation and office management activities. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Dental Hygienists typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Dental Hygienists are distinguished from Dental Hygienists by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed</p>



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		differently. They are resources for others, participating in mentoring, coaching, and training.
21216 21215 21214 21213 21212 21211	Counselor	<p>Counselors provide professional counseling services to students requiring a working knowledge of counseling theory, methods, and techniques. Their typical responsibilities may include working with individuals and/or groups to improve mental health; providing direct patient care services in the areas of personal health or substance abuse issues; helping students define goals, plan action and gain insight; developing appropriate care plans; preparing and maintaining all required treatment records and reports. They may work independently or as a member of a team. They work under limited supervision, resolving most standard to moderately complex issues independently and referring highly complex or unique issues to a high level. Counselors typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Counselors are distinguished from Counselors by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21146 21145 21144 21143 21142 21141	Technologist	<p>Technologists deliver entry-level professional patient care or research support through health care technology services requiring a working knowledge of one or more specialized health services technologies. Their typical responsibilities may include assisting physicians or other healthcare professionals in performing diagnostic tests necessary for the evaluation of patient issues; designing standardized test protocols for patients, scoring and analyzing results, and maintaining databases; directing the flow of patients examined by a physician and obtaining medical and personal data for patient charts; arranging for laboratory and other tests; explaining diagnostic procedures and methods of treatment; calibrating and maintaining all instruments used; cleaning and stocking supplies. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring highly complex or unique issues to a high level.</p> <p>Senior Technologists are distinguished from Technologists by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21136 21135 21134 21133 21132 21131	Licensed Practical Nurse, Health Sciences	<p>Licensed Practical Nurses provide basic medical and nursing care to patients requiring a working knowledge of the practice of nursing. Their typical responsibilities may include assisting other healthcare team members in providing patient care, maintaining records, assisting with patient assessments, examinations, and tests. In addition to direct patient care and related administrative support, they may also provide research support in consultation with university principal investigators. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager or professional. Licensed Practical Nurses typically report to a supervisor or manager or in some areas may report to an administrator.</p>



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21126 21125 21124 21123 21122 21121	Clinical Dietitian, Health Sciences	<p>Clinical Dietitians provide professional dietary counseling services, develop therapeutic diets, and implement patient care plans for patients or in support of university research initiatives. They work in consultation with treating physicians for patient care or university principal investigators for research initiatives. Their typical responsibilities may include providing assessment and consultation for patients; arranging for testing, analyzing, and reporting results; developing meal plans, taking both cost and clients' preferences into account, and adjusting as needed; promoting better nutrition by speaking to groups about diet, nutrition, and the relationship between good eating habits and preventing or managing specific diseases. They may work independently or as a member of a team. They work under limited supervision, resolving most standard issues independently and referring highly complex or unique issues to a high level. Case Managers typically report to a director senior leadership.</p> <p>Senior Clinical Dietitians are distinguished from Clinical Dietitians by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21116 21115 21114 21113 21112 21111	Case Manager, Health Sciences	<p>Case Managers provide comprehensive patient care education and case management services. Their work requires a working knowledge of social work, case management and local social services systems/resources. Their typical responsibilities may include handling case assignments, drafting service plans and coordinating and providing care, reviewing case progress and determining case closure; advocating for clients and helping them achieve wellness and autonomy; recording case information, completing necessary forms, and producing statistical reports. They may work independently or as a member of a team. They work under limited supervision, resolving most standard to moderately complex issues independently and referring highly complex or unique issues to a high level. Case Managers typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Case Managers are distinguished from Case Managers by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21026 21025 21024 21023	Exercise Physiologist, Health Sciences	<p>Exercise Physiologists deliver professional patient care services requiring an in-depth knowledge of kinesiology and exercise physiology. Their work requires professional experience within area of specialization, either clinical or applied, in order to provide effective and timely patient care services within university Student Health Services or a</p>



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21022 21021		<p>specific internal department. Their typical duties may include coordinating and providing fitness assessments and personal exercise training services; developing, implementing, researching, and conducting a variety of exercise-related clinical and research activities and performing post activity data entry; analyzing and interpreting clinical data in conjunction with principal investigator(s), statisticians and other members of the research team as appropriate; preparing analysis for presentations and written reports; collaborating on the preparation of manuscripts for publication as appropriate; maintaining research records related to subject participation; designing and maintaining systems for data collection and adhering to research protocols. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex or unique issues to a high level. Exercise Physiologists typically report to a manager or director or in some areas may report to an administrator. .</p> <p>Senior Exercise Physiologists are distinguished from Exercise Physiologists by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
21016 21015 21014 21013 21012 21011	Pharmacy Technician, Health Sciences	<p>Pharmacy Technicians provide pharmacy services in support of patient care or university research. They apply specialized knowledge of pharmaceuticals and pharmacy management to retrieve, dispense, and deliver medications to patients. Their typical responsibilities may include applying specialized knowledge to mix pharmaceutical preparations; filling containers with prescribed medications; labeling medications; assisting in daily administrative functions. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex or unique issues to a high level. Pharmacy Technicians typically report to a director or senior leadership.</p> <p>Senior Pharmacy Technicians are distinguished from Pharmacy Technicians by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
22046 22045 22044 22043 22042 22041	Technician, Health Sciences	<p>Technicians perform entry-level operational and technical tasks related to direct health care services either within university Student Health Services or a specific internal department. Their typical responsibilities may include dispensing, controlling inventory, and sterilizing instruments and materials; performing in-house lab testing using test kits; obtaining specimens and preparing them for lab analysis; monitoring all quality assurance logs and all laboratory log books; maintaining, repairing, designing, fabricating and installing specialized laboratory equipment and instrumentation; coordinating all facilities management work; administering neuropsychological/psychological tests in accordance with standardized testing procedures; scoring test data according to standardized norms; preparing patient billing. They may work independently or as a member of a team. They work under general supervision, independently resolving most standard issues and</p>



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		<p>referring complex or unique issues to a supervisor, senior/lead worker, or higher-level worker. Technicians typically report to a manager or director or in some areas may report to an administrator.</p> <p>Senior Technicians possess greater knowledge of operational and technical tasks related to Health Services, distinguishing them from Technicians. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
22036 22035 22034 22033 22032 22031	Coordinator, Health Sciences	<p>Coordinators perform a wide variety of administrative, logistical, operational, and technical tasks related to patient care, students, faculty, or health services programs. They may assist with the implementation of health-centered programs by handling daily operations such as scheduling, training, conducting evaluations and overseeing programs and/or projects. Coordinators may serve as a liaison to academic schools, business units, departments, or to the general public to coordinate Health Services programs, projects, or services. They may work independently or as a member of a team. They work under general supervision, resolving most standard issues independently and referring complex issues to an upper-level manager. Coordinators typically report to a supervisor or manager or in some areas may report to an administrator.</p> <p>Senior Coordinators possess greater knowledge of the health services field, distinguishing them from Coordinators. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.</p>
22026 22025 22024 22023 22022 22021	Health Sciences Assistants	<p>Health Sciences Assistants perform entry-level operational support for health services related assignments. Their work is routine in nature, requiring limited judgement and following a set of pre-established guidelines, processes and procedures. Their typical responsibilities may include serving as a first point of contact for faculty, staff, medical professionals, and patients; performing data entry; ensuring the quality, accuracy, and maintenance of patient charts and records; scanning and indexing electronic records; checking in patients and scheduling appointments; providing administrative support; drafting and distributing department communications; assisting with planning and coordinating special events. They may work independently or as a member of a team. They work under direct supervision, resolving most standard issues independently and referring complex or unique issues to a supervisor or higher-level worker. Health Sciences Assistants typically report to a manager or supervisor or in some areas may report to an administrator.</p> <p>Senior Health Sciences Assistants possess greater knowledge of operational and technical tasks related to health sciences support, distinguishing them from Health Sciences Assistants. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations;</p>



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Job Code	Job Title	University Job Summary
		greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.
22013 22012 22011	Intern/Resident	Interns/Residents participate in medical, dental or psychology residency program. Their responsibilities may include performing rounds with other interns and physicians, attending to patients, attending lectures and making notes regarding patient care. They may work independently or as a member of a team. They work under direct supervision of a licensed professional, resolving most standard issues independently and referring complex or unique issues to a supervisor. Their reporting structure is determined by sponsoring department or academic school.