



Example of Medical Instructor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of medical instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for medical instructor

- Monitor students in the classroom and insure safety precautions are followed
- Ensure related clinical supplies and equipment are up-to-date and available
- Bachelor Degree will be required for Associate Degree programs
- Associate Degree Medical Assistant or Certificate/Diploma MA with related Associate or Bachelor's degree, Associate Degree Health Information Technician, BS Health Information Manager, AS Medical Records Administrator, or ASSOCIATE DEGREE Medical Secretary/Office Manager
- Assess learning styles and individual strengths and weaknesses
- Collaborate with other departments within the Keck School or Medicine and across the University to provide comprehensive support to medical students
- Provide individual and small group study sessions for Step 1, Step 2 CK and NBME subject exam preparation
- Participate as an ad hoc member of the Student Performance Committee
- Assist in the management of a resource library containing study-skill material and basic science reference material
- Develop and/or update course syllabi in consultation with the UCI Division of Continuing Education (DCE), Engineering, Sciences, and IT Programs Director as assigned and using approved syllabus template

Qualifications for medical instructor

- Certification as a CMA, RMA, NRCMA or CCMA (or ability to obtain quickly)

- An earned Master's degree or higher from an accredited college or university or the equivalent
- RN/LPN/CMA (AAMA) or RMA (AMT)
- Must have CCMA, RMA, or CMA
- Candidates must have a minimum of Associate degree that is healthcare-related