
**Position Description**

**CUSOM Medical Research Fellow**

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| Employee Name: |  | Department: | **Jerry M. Wallace School of Osteopathic Medicine** |
| Supervisor (Title): | **OMM Department Chair** | FLSA Status: | **[x]  Exempt** **[ ]  Non-Exempt** |

**Position Summary:**

The CUSOM Medical Research Fellows Program is offering up to one (1) position to eligible Campbell University School of Osteopathic Medicine (CUSOM) students. The Fellows Program is established to improve the understanding and treatment of musculoskeletal pain and dysfunction. Fellows will work directly with clinical and biomedical science faculty to develop research skills and complete research projects related to the field of musculoskeletal medicine. While Fellows will primarily be involved in research, this position also involves teaching in the Osteopathic Manipulative Medicine (OMM) course and clinical experiences in the desired specialty of each Fellow.

Eligible candidates will be CUSOM Year 2 students in good academic standing, with no professionalism or other issues, who have demonstrated a high degree of success in didactic and clinical activities. Preferred candidates should demonstrate an excellent academic record, previous laboratory, clinical, and/or health services research experience, an interest in musculoskeletal medicine, and motivation for a career in a related field (*e.g.*, OMM, PM&R, Orthopedics, Family Medicine, Neurology, *etc.*).

Applicants must have at least a 3.0 GPA overall, with a 3.5 GPA or higher in OMM courses, at the time of application and at the end of Block 8 and have no conduct or professionalism policy violations. Applicants must have taken the COMLEX-USA Level 1 by the deadline, July 1, 2025, as delineated in the Academic Bulletin prior to beginning the fellowship program.

* **Requirements for Fellowship Applicants**:
	+ Current Year 2 CUSOM medical student
	+ Students must have achieved a passing score on the CUSOM COMLEX-USA Level 1 Qualifying Exam (QE) and sit for COMLEX-USA Level 1 by July 1, 2025 (Academic Bulletin Section 6.6.2.1 National Board (Licensing) Exams).

This competitive program will require Fellows to apply for and, if approved, take a one-year Academic Leave of Absence between their 2nd and 3rd year of medical school studies at CUSOM as described in Section 6.8.2 of the Academic Bulletin. As such, participation in the program will extend the time required to complete the DO program from 4 years to 5 years. The additional year in the Fellows Program will not be counted toward the six-year maximum time allowed to complete the osteopathic medicine curriculum.

During the one-year fellowship, Fellows will be considered Campbell University employees during this time period and will be eligible for employee benefits. Fellows participating in the program are on an Academic Leave of Absence from CUSOM, and as such, are not considered to be active, enrolled students. This may affect access to resources and other programs that are contingent upon being enrolled as a student in the CUSOM DO program.

Upon successful completion of the program, Fellows must complete all requirements to return from an Academic Leave of Absence, as described in Section 6.8.2 of the Academic Bulletin, in order to resume their course of study in the DO curriculum.

CUSOM is proud of its culture of respect for others and inclusive approach. As such, the Fellow must exercise awareness regarding principles of equality, respect, and individual and collective responsibility. This individual will perform a variety of research and teaching duties requiring independent judgment, diplomacy, sensitivity, and strict confidentiality. The Fellow will be privy to confidential records, and the conversations and duties performed are of a sensitive and confidential nature. With this in mind, the Fellow will be expected to maintain the highest standards of confidentiality and respect for others.

The Fellow must consistently exercise common courtesy, accuracy, and professionalism and strive to maintain a cooperative relationship with faculty, staff, students, and visitors. Failure to adhere to these principles and expectations may result in dismissal from the Fellowship program and termination of employment.

**Essential Duties and Responsibilities:**

Research:

1. Complete required training for responsible and ethical conduct of animal and human subjects research and adhere to CUSOM and Campbell University policies in compliance with Health Insurance Portability and Accountability Act (HIPAA), the Campbell Institutional Review Board (IRB), and Institutional Animal Care and Use Committee (IACUC) guidelines
2. Draft and edit IRB and IACUC protocols, manuscripts, standard operating procedure (SOP) documents, grants, and other documents
3. Organize and conduct laboratory and clinical research projects in collaboration with faculty
4. Maintain records, reports, and required files
5. Document and communicate research data
6. Maintain a clean and safe environment in the research laboratory
7. Obtain and maintain literacy in topics related to biomedical and clinical research
8. Train and mentor graduate and/or medical students
9. Present research findings
10. Other duties as assigned

Teaching:

1. Complete required Family Educational Rights and Privacy Act (FERPA) training and adhere to CUSOM and Campbell University policies in compliance with FERPA guidelines
2. Attend didactic OMM lectures
3. Attend and support teaching activities for OMM laboratory sessions
4. Provide support and guidance to students in collaboration with OMM faculty and the OMM coordinator
5. Maintain a supportive, safe, and clean classroom environment
6. Attend OMM department meetings related to classroom activities and duties
7. Other duties as assigned

Clinical Shadowing:

1. Participate in clinical shadowing experiences in a preferred field of study
2. Communicate effectively with clinical mentor and members of the healthcare team

**Education/Experience:**

* Must be a current Year 2 CUSOM medical student with at least a 3.0 GPA overall, a 3.5 GPA or higher in OMM courses at the time of application and at the end of Block 8 and have no conduct or professionalism policy violations to be eligible.
* Taken the COMLEX-USA Level 1 by July 1, 2025
* Demonstrated skill in clinical activities
* Record of competitive academic performance
* Declared interest in musculoskeletal medicine, and motivation for a career in a related field (*e.g.*, OMM, PM&R, Orthopedics, Family Medicine, *etc.*)
* Previous experience in clinical and/or biomedical science research is preferred
* Training in animal models and/or laboratory techniques such as tissue culture, microscopy, and other molecular biology techniques is desirable

**Knowledge, Skills, and Abilities:**

* Ability to maintain confidentiality and attention to detail is essential
* Ability to manage multiple, complex, concurrent projects and still meet strict deadlines
* Ability to exercise independent judgment in complex and new situations
* Skill in thinking ahead, anticipating needs, and making contingency plans for potential problems
* Ability to communicate effectively to all groups through both oral and written channels
* Ability to respond calmly and appropriately in emotional situations
* Ability to listen and communicate in a positive manner
* Ability to collaborate and interact with health care professionals
* Ability to organize, direct, and prioritize work appropriately
* Ability to manage time well and work under stressful conditions with an even temperament
* Proficiency with Microsoft Word, Outlook, Excel, PowerPoint, and the Internet; experience with databases, Blackboard desirable
* Ability to demonstrate tact, courtesy, and discretion in dealing with faculty, staff, students, high-level university officials and the public
* Ability to work independently, as well as function effectively, in a team and within a diverse group of people
* Detail-oriented and willing to work in a changing environment, including researching new ways of accomplishing tasks, participate in training sessions, be self-starter and a team player, and assist in other areas as needed
* Broad knowledge of and adherence to Campbell University policies and procedures

**Complexity of Duties:**

* Complexity of duties will be commensurate with level of experience.

**Types of Contacts:**

* Fellows will have frequent interactions with CUSOM faculty, staff, medical students, and residents. They will also interact with healthcare providers, patients, and other individuals both affiliated and not affiliated with Campbell University. Interaction with outside vendors, healthcare insurance providers, guests of CUSOM, and any other affiliates may be possible.

**Decision-Making:**

* This individual may provide guidance and assistance within as well as outside the University setting.

**Mental Demands:** (complexity of duties, decision-making responsibilities, etc.)

* Ability to understand oral and written information and organize thoughts and ideas into effective forms of communication
* Ability to make decisions which range from moderate to a significant impact on the immediate work environment as well as outside contributors

**Other Information:**

* This position demands honesty, integrity, and the ability to work with the Christian mission of Campbell University.
* Requires attendance at certain events within as well as outside of the University setting

**Physical Demands:**

Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the approximate percentage of time spent on each of the essential physical requirements.

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| --- | --- | --- | --- | --- | --- | --- |
| **Rating** | **Frequency** | **Percentage Range** |  | **Rating** | **Frequency** | **Percentage Range** |
| 1 | Seldom | < 25% |  | 3 | Often | 51% to 75% |
| 2 | Occasional | 25% to 50% |  | 4 | Very Frequent | >75% |
|  |  |  |  |  |  |  |
| **Ratings** | **Essential Physical Requirements** |
| 4 |  Work at a desk, conference table, or in meetings of various configurations. |
| 3 |  Stand for extended periods of time. |
| 3 |  Sit for extended periods of time. |
| 4 |  See for purposes of reading printed matter. |
| 3 |  Hear and understand speech at normal levels. |
| 4 |  Communicate so others will be able to clearly understand. |
| 3 |  Lift up to 25 lbs. |
| 3 |  Carry up to 25 lbs. |
| 2 |  Operate office and presentation equipment. |
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