

**MEDICAL EDUCATION PROGRAM SPECIALIST**  
**NEUROSCIENCE INSTITUTE**  
**DEPARTMENT OF NEUROLOGY**

**INCUMBENT** \_\_\_\_\_ **CSN** \_\_\_\_\_ N7498 \_\_\_\_\_

**PRESENT CLASSIFICATION** Specialist, Medical Education Program **DATE** \_\_\_\_\_

**DEPARTMENT/DIVISION** Neuroscience Institute / Neurology

**Position Function**

This position provides direct administrative support to the Clerkship Director for the Neuroscience Institute (NSI), Department of Neurology. Additionally, this position has the capacity to potentially provide administrative support to other NSI-Neurology faculty (herein referred to as "principal(s)"), as well as provide back-up for other Office Support Specialists.

**Organizational Relationship**

The position has no supervisory responsibilities, but does oversee the Medical Student Clerkships. The position reports directly to the NSI-Neurology Office Administrator, as well as to the Clerkship Director. The NSI-Neurology Office Administrator reports to the Business/Administrative Assistant of NSI-Neurology, who in turn reports to the NSI Administrative Director.

**Duties and Responsibilities**

**ADMINISTRATIVE (85%)**

The following information is intended to be representative of the work performed by the incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Types and proofreads routine office correspondence, as well as transcribes and distributes correspondence from principals to students, patients, colleagues, and outside agencies.

Is the primary contact and Clerkship Specialist for the departments' Medical Students. Works directly with the Clerkship Program Director and Nurse Educator. Responsibilities include scheduling & presenting orientation to students. Also, scheduling faculty for Brown Bag Lunch Lectures, and scheduling students for clinic observations, in patient teams, and other related case schedules. Orders books, exams and other related materials for 16 clerkships through the year, occurring every 2 weeks. In addition to 16 clerkship student rotations, is responsible for Visiting Medical Students, Year 4 Sub-internships, and Personalized Education Program (PEP) students who request to be scheduled with the Neuroscience Institute. Distributes student evaluations, compiling all principals' feedback, and entering all data for Clerkship

director to grade. Collects tests scores and completes final clerkship grade packets for students and Office of Education and Curriculum. Proctors final exams for each Clerkship.

Coordinates scheduling for medical students and principals, insuring that they are confirmed for classes and notified regarding dates, times, and location. Prepares necessary reading material and handouts for principals, fellows, residents, and students. Receives and distributes testing materials for students, and presides as exam proctor.

Makes necessary travel arrangements for principals including conference registration, itineraries, airline and hotel reservations and reimbursements.

Maintains academic appointment calendars for principals, and notifies principals of changes. Informs principals of impending engagements and prepares necessary materials. All calendar appointments are kept electronically.

Maintains an ongoing medical/scientific journal computer database for principals. Research library and web for articles, journals, etc. via SIU Library or PUBMED. Retrieves for principals conduct research assignments on regular basis as given by principals to include liaison calls for research and investigation of files for research purposes.

Coordinates standing and special purpose committee meetings as directed, gathers and publishes agenda, secures and confirms space and seating arrangements, and schedules catering when necessary. Prepares and distributes handout materials.

Schedules and hosts Webex conferences for principals.

Receives, sorts, and distributes mail, along with FEDEX/UPS shipments. Conducts necessary preventive maintenance, i.e. changing toner cartridges and resolving paper jams on various office machinery. Coordinates with SIU Physical Operations for maintenance within the suite of offices regarding housekeeping, lighting, and repairs. Coordinates Conference Room scheduling.

### **CLINICAL DUTIES (15%)**

Coordinates cancelling and rescheduling of clinics when necessary.

Work in conjunction with Study Coordinator(s) to schedule patients in accordance with Study guidelines with regards to specific date "windows" within the study.

### **MISCELLANEOUS (5%)**

Performs miscellaneous clerical tasks associated with the NSI-Neurology, or as assigned by the NSI-Neurology Office Administrator.

## **Skills and Abilities Needed for the Position**

Sensitive to the needs of underrepresented minority populations.

Extensive knowledge of secretarial and general office practices and procedures.

Extensive knowledge of spelling, grammar, punctuation, syntax, formatting, scientific terminology and Microsoft word.

Knowledge of a variety of accreditations standards for medical education programs.

Skill in organization and ability to work independently to meet deadlines.

Proficiency in operating computer equipment and standard office equipment.

Excellent transcription and typing abilities.

Extensive knowledge in researching various internet and library applications to coordinate papers, journals, scientific reviews.

Ability to interact professionally, courteously and effectively with principals, staff, researchers, students, residents, and other individuals who relate to this department.

Ability to build and maintain proper liaison with hotels, airlines, hospitals, and potential employment groups in order to facilitate new principals.

Ability to properly maintain state and federal licensure for current principals, and obtain the essential papers, credentials, and licensure for incoming principals or staff.

Ability to accurately transcribe difficult and technical medical/scientific dictation.

Ability to work a minimum of 7.5 hours daily in an environment that is extremely dynamic and stressful.

Ability to perform a variety of duties accurately and in a timely fashion.

Ability to maintain absolute confidentiality regarding patient records and principals correspondence.

## **Responsibility**

- A. Supervisory Controls – Supervisor needs to provide little instruction, with the exception of when new tasks are assigned and advising what result is expected and in what timeline. Personal contact with supervisor is maintained on a regular basis, but direct overseeing is unnecessary. This position requires the incumbent to ensure supervisor is aware of all leave requested and how the duties will be fulfilled in their absence.
- B. Guidelines – This position is required to follow the policies & procedures of the Neurology Department, SIU HealthCare and the SIU School of Medicine. Policies regarding absences,

rules regarding the use of technology and supplies, as well as all other encompassing rules and regulations, are expected to be adhered to.

### **Difficulty**

- A. **Complexity** – The position requires the incumbent to work in fast-paced environment and be able to switch focus between administrative and clinical environment, depending on the immediacy of the need in each section.
- B. **Scope and Effect** – The position requires interaction within the SIU School of Medicine with department administrators, faculty of the Neurology and other medical departments, medical residents and students, researchers, clinical personnel, nurses, and patients. Additionally, outside contacts are conducted with attorneys, pharmaceutical representatives, and outside agencies. All contacts, either in person or telephonically, must be effective in order to promote and maintain the reputation of the SIU HealthCare, School of Medicine, and Neurology Department.

### **Personal Contacts**

This person has daily contact with department administrators, personnel of hospitals, principals, residents, students, researchers, clinical personnel, nurses, patients, attorneys, pharmaceutical representatives, outside agencies and other staff as required in order to carry out the work of the department.

### **Environmental, Health and Safety Responsibilities**

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

### **Working Conditions**

See attached *Physical and Environmental Requirements* form.

