

## **POSITION DESCRIPTION**

For the Period October 1, 2018 – June 30, 2019

### **NAME**

### **RANK**

**Assistant/Associate Professor of Clinical Psychiatry**

### **DEPT/DIVISION**

**Department of Psychiatry/Adult Psychiatry**

### **POSITION PURPOSE**

The incumbent will function as a faculty member in the Southern Illinois University School of Medicine Department of Psychiatry, Division of Adult Psychiatry. The incumbent will cover the SIU adult inpatient service at Memorial Medical Center or St. John's Hospital and provide some outpatient services for SIU and collaborating agencies. The ability to provide ECT is essential. The incumbent will provide clinical and didactic training and establish lines of research. The incumbent will report to the Adult Psychiatry Division Director in the Department of Psychiatry.

### **ORGANIZATIONAL RELATIONSHIP**

The incumbent will report to the Chief of the Division of Adult Psychiatry who reports to the Chair of the Department of Psychiatry who in return reports to the Dean and Provost of the School of Medicine.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Demonstrates, by action, 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.

#### **15% TEACHING**

1. Carry out delegated responsibilities concerning the instruction of medical students, residents and fellows in the discipline of psychiatry. This includes participation in and direction of formal rounds, conferences, and seminars: leadership and instruction during formal and informal clinic, outpatient and inpatient. Ensures the clinical teaching of residents and students on the clinical services occurs effectively.
2. Serve as mentor with second year student small group during neuroscience block once every two (2) years.
3. Participate in residency didactics as assigned.
4. Present at Grand Rounds or Interdisciplinary Conferences.
5. Provide clinical supervision to residents in Psychiatry.
6. Moderate Resident Journal Club and case conferences as needed.
7. Serve as a mentor for psychiatry clerkship.
8. Serve as a moderator for psychiatry Student Journal Club.

#### **70% SERVICE (PATIENT CARE)**

1. Maintain professional outpatient practice in accordance with SIU HealthCare policy.
2. Provide inpatient and consultation-liaison coverage at HSHS St. John's Hospital and Memorial Medical Center including coverage of ECT.
3. Participate in call schedule and other routine faculty coverage duties of inpatient units on weekends.

**10% RESEARCH**

1. Establish lines of research on own or in collaboration with colleagues.
2. Publish one (1) peer-reviewed article every three (3) years
3. Develop a line of publishable scholarly activity.
4. Supervise resident research as applicable.
5. Maintain certification per Springfield Committee on Research Involving Human Subjects (SCRIHS).

**5% ADMINISTRATION/PROFESSIONAL SERVICES**

1. Participate in administrative meetings as assigned.
2. Serve on departmental and school committees as required and represent the department as needed to other organizations.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

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

**WORKING CONDITIONS/PHYSICAL DEMANDS**

See attached *Physical and Environmental Requirements form*.

**MINIMUM QUALIFICATIONS**

- Must have an MD or DO degree
- Must have completed four (4) years of approved residency training in psychiatry
- Must be licensed or eligible for licensure with the State of Illinois
- Must be board certified/eligible in Psychiatry
- Will be expected to achieve and maintain board certification within three (3) years, if not board certified at the time of hire
- Must have sufficient experience in ECT to be privileged at both assigned hospitals. SIU will provide training if necessary.
- Must be willing to be trained in the provision of TMS
- Must have at least three (3) years of experience in educational administration
- Must have experience providing services to multicultural populations; experience dealing with underrepresented minority populations; and be sensitive to the needs of minority populations.

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Adult Psychiatry Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Department of Psychiatry

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Assistant/Associate Professor of Clinical Psychiatry**  
 Position No. (If applicable): \_\_\_\_\_ Department: **Psychiatry-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input checked="" type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling			Less than 5 lbs.		<input type="radio"/>
Carrying			Less than 5 lbs.		<input type="radio"/>
Lifting			Less than 5 lbs.		<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
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