POSITION DESCRIPTION

NAME:  
RANK:  Asst/Assoc Professor of Clinical Surgery
TRACK:  Alternate track
Department/Division:  Surgery/Plastic Surgery

DATE:  May 2019

GENERAL DUTIES

This person will function as a member of the Department of Surgery in the Institute for Plastic Surgery with his/her major duties and responsibilities at the office on the Decatur Memorial Hospital campus. The incumbent may provide educational and/or administrative services to hospital programs as requested.

ORGANIZATIONAL RELATIONSHIP

This is a position of direct responsibility to the Chief of the Division of Plastic Surgery who, in turn, reports to the Chairman of the Department of Surgery.

CHARACTERISTIC DUTIES AND 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.

The following information is intended to be representative of the work performed by 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.

I. Administrative

1. Provide coordination of the Division of Plastic Surgery activities with the emergency services.
2. Provide a point of contact between Division and outside agencies.
3. Aid in the supervision of ancillary personnel within the Division.
4. Aid in the supervision of ancillary personnel in the research laboratory.

II. Teaching

1. Participate in the development and implementation of specific undergraduate curricula in plastic surgery, trauma surgery, burn, maxillofacial trauma, and hand care.
2. Participate directly in the plastic surgery residency training program.
3. Establish continuing education programs in plastic surgery, trauma surgery and hand care for the clinical faculty and practicing physicians in the area.
4. Provide a role model as a teacher in plastic surgery.
III. Research

1. Encourage members in the Division of Plastic Surgery and its residents, as well as members and residents in other divisions to do research and publish the results, particularly in the field of trauma and hand care.

2. Provide a role model as an investigator and medical writer.

3. Establish clinical research protocols, both laboratory and clinical, for plastic and reconstructive surgery.

IV. Service

1. Represent the division in departmental, school, university and community matters.

2. Assist in the development of programs for care of the trauma patient.

3. Assist in programs for the development of microsurgical care.

4. Maintain a plastic surgery practice in order to maintain clinical proficiency.

5. Provide a role model as a practitioner for faculty, house staff, students and fellow practitioners.

6. Provide a peer review for assessing clinical practice for faculty within the Division.

7. Attend national meetings, symposiums, etc., in plastic surgery or related fields for the purpose of contributing, gaining of further knowledge and serving as an example to other physicians.

8. Present papers at plastic surgery meetings and meetings in other related fields.

9. Serve on committees on national, regional and state societies pertaining to plastic surgery.

10. Represent the Department of Surgery and/or the Division of Plastic Surgery on committees as requested by the Chairman of the Department of Surgery or the Chairman of the Division of Plastic Surgery.

REQUIRED QUALIFICATIONS

1. Sensitive to the needs of underrepresented minority populations

2. MD licensure

3. Board-certified or Board-eligible in Plastic Surgery

4. Able to be licensed in the State of Illinois

5. Successful completion of Plastic Surgery residency

6. Competence in teaching, interest in research and clinical competence in congenital, hand, trauma and microsurgery
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

See attached Physical and Environmental Requirements form

<table>
<thead>
<tr>
<th>Asst/Assoc Professor of Clinical Surgery</th>
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<tbody>
<tr>
<td>Institute for Plastic Surgery</td>
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<td>Department of Surgery</td>
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<tr>
<th>Reuben A Bueno, MD</th>
<th>Date</th>
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<td>Professor and Chief</td>
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<th>Michael W. Neumeister, M.D.</th>
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PHYSICAL AND ENVIRONMENTAL REQUIREMENTS
SIU SCHOOL OF MEDICINE

Incumbent:                                      Classification:  Asst/Assoc Professor of Clinical Surgery
Position No. (If applicable):                   Department:       Surgery-SMS

WORK ENVIRONMENT: (Check all applicable environments)

☑ Office                                      ☑ Hospital
☑ Clinic                                      ☐ Warehouse
☐ Research Laboratory                          ☐ Outdoors
☐ Other (Be Specific):

<table>
<thead>
<tr>
<th>PHYSICAL DEMANDS:</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>N/A</th>
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<td>performance of position duties)</td>
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<td>26% to 50%</td>
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(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

- Reading: ☐
- Writing: ☐
- Speaking: ☐
- Close visual acuity: ☐
- Travel: ☑
- Hearing - Conversation: ☑
- Hearing - Other Sounds: ☐
- Stooping: ☐
- Squatting: ☑
- Gross hand manipulation: ☐
- Fine hand manipulation: ☑
- Working in dust, fumes, gases, or irritants: ☑
- Working at heights: ☑
- Working in extreme cold, heat and/or humidity: ☑
- Working in close quarters: ☑
- Climbing: ☑
- Operating motor vehicles: ☑
- Sitting: ☑
- Standing: ☑
- Walking: ☑
- Working above shoulder level: ☑
- Twisting: ☑
- Kneeling: ☑
- Pushing or pulling: 10 - 20 lbs.
- Carrying: 10 - 20 lbs.
- Lifting: 6 - 10 lbs.
- Other (Please list): ☐

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.

Reuben Bueno, MD

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

Supervisor Signature: Reuben Bueno, MD  Date: 01/10

Employee Signature:                                      Date: 01/10