

POSITION DESCRIPTION
For the Period
July 1, 2019 through June 30, 2020

NAME:

TITLE: Research Assistant/Associate Professor
Director, DLAM and Research Core, Attending Veterinarian

TRACK: Alternative (non-Tenure) Track

DEPARTMENT: Associate Dean for Research/ Medical Microbiology, Immunology, and Cell Biology.

GENERAL DUTIES: Provide education, training and teaching to medical students, residents and graduate students in areas of expertise; develop a program of independent research or participate in collaborative research with faculty from within SIUSOM and/or externally; produce scholarly products for publication; and provide committee service in areas of expertise.

Direct the operation of the Division of Laboratory Animal Medicine (DLAM) in the office of the ADR for Southern Illinois University School of Medicine (SIUSM) – Springfield; provide veterinary clinical, surgical and medical care to the animal population.

BEHAVIORAL STANDARDS STATEMENT: 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.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- I. ADMINISTRATION (55%)
 - A. Establish and administer DLAM policies and procedures.
 - B. Develop and maintain basic DLAM programs for procurement, maintenance and disposal of research and teaching animals.
 - C. Oversee the fiscal operations of DLAM, including developing operational budgets, setting per diem rates, setting user fees, performing annual cost accounting, billing, etc.
 - D. Oversee operation and maintenance of the DLAM including physical plant, working through other SIUSM divisions and offices as appropriate. Make decisions regarding equipment maintenance, repair, replacement and location/accessibility.
 - E. Supervise or direct the supervision and development of DLAM personnel.
 - F. Review capital or significant equipment and commodity purchases with core staff prior to purchasing.
 - G. Represent Southern Illinois University School of Medicine-Springfield to all animal care accrediting, certifying and regulatory bodies to ensure proper registration and legal compliance of the institution's facilities as necessary to maintain federal and agency grants and contracts. Prepare and submit the USDA annual reports, registrations and correspondence in compliance with AWA.
 - H. Maintain institutional accreditation with the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) including annual reports, document preparation and

submission, preparation for site visits and organization of the site visit.

- I. Maintain personal contact with faculty to sustain an awareness of their needs and activities and to act as a consultant in the design of research protocols involving animals and DLAM equipment as necessary.
- J. Maintain liaison with other veterinary laboratory animal specialists in Illinois and in other states to keep informed on state and national laboratory animal trends, policies, and issues.
- K. Provide conceptual design of new animal facilities and renovations of present facilities, and seek funding for such development, as appropriate.
- L. Oversee the management of the Occupational Health and Safety Program for employees in coordination with the Office of Human Resources as needed.
- M. Identify new capital equipment needs in conjunction with staff of DLAM, RIF, Director of SCI, ADR, and faculty and seek funding for such equipment, as appropriate.
- N. Oversee the development, implementation, and maintenance of diagnostic, clinical and surgical support services consistent with DLAM programs.
- O. Serve as the Attending Veterinarian for the SIUSM Springfield campus with responsibilities as described in OLAW assurance, AWA, and in relation to AAALAC accreditation.
- P. Oversee the responsibilities of the Veterinary Technician.
- Q. Provide clinical medicine and surgical care to the animal population on a daily basis including weekends and holidays as needed. Maintain appropriate medical records. Observe, treat and prescribe clinical veterinary care for all ill and injured animals. Contact PIs daily regarding concerns/care/disposition of animals on study. Complete diagnostic necropsies on all USDA covered species and other species as needed.
- R. Provide veterinary oversight of the health monitoring and quarantine program including SOP review, testing decisions, review of results from testing and programmatic impact of monitoring results.
- S. Provide veterinary oversight of the Quality Assurance program including decisions on methodology, review of results and programmatic impact of results.
- T. Provide veterinary clinical expertise for faculty-initiated animal projects on an as needed basis.

II. TEACHING (15%)

- A. Oversee and participate in the development, implementation, and maintenance of a training program for all animal users to meet the minimal federal standards for conducting animal research.
- B. Provide training for DLAM animal care personnel, as needed. Provide individualized training on techniques to students, researchers and faculty as appropriate.
- C. Serve on thesis and dissertation committees as appropriate.
- D. Assist in curriculum and module development and in teaching and evaluating graduate students and undergraduate medical students (second-year medical students) as a faculty member on appropriate instructional teams. Provide lectures in the second-year curriculum applicable to training and background. Serve as a Tutor in a Y2 medical curriculum unit. Provide lecture in graduate student methodology course on animal research methods and every other year lecture on Animal Use in the Responsible Conduct of Research course.

III. RESEARCH (20%)

- A. Design, implement and participate in independent and/or collaborative research activities consistent with the mission and objectives of SIUSM. Collaborate with both basic science and clinical faculty as appropriate.
- B. Prepare and submit grant applications designed to support an independent or collaborative research program.
- C. Prepare and submit manuscripts for publication of the results of this research.
- D. Supervise research efforts of other personnel (e.g., fellows, technicians, residents, students) working in the laboratory as applicable.

IV. SERVICE (10%)

- A. Serve as a voting member as the Attending Veterinarian (AV) on the SIUSM Laboratory Animal Care and Use Committee (LACUC). Review all submitted animal use protocols, annual reviews and amendments as the AV. Aid faculty in the development of animal use protocols including model selection, techniques, anesthesia and analgesia, surgical procedures, etc. Participate in all committee functions such as facility and laboratory inspections twice yearly, program reviews, etc. provide new member training in conjunction with the current Chair. Maintain compliance through continuing observation in the facility, in labs as necessary, and aid in determining resolutions to non-compliance.
- B. Serve on other institutional committees as appropriate.

MINIMUM QUALIFICATIONS: A Doctorate in Veterinary Medicine from American Veterinary Medical Association (AVMA) accredited institution; active veterinary license in at least one state with the ability to obtain a license in the state of Illinois within 6 months; board eligible by the American College of Laboratory Animal Medicine (ACLAM); familiarity with current USDA and PHS regulations, and the AAALAC International accreditation process; effective communication skills to develop and maintain relationships and to influence compliance with policies and regulations; demonstrate job related experience with and/or commitment to diversity in the work/academic environment; sensitive to the needs of underrepresented minority populations.

ADDITIONAL DESIRABLE QUALIFICATIONS: Current experience in Laboratory Animal Medicine through completion of formal residency program or work experience; advance research degree (MS/PhD) with interest and evidence of establishing an independent research program aligned with the mission of SOM; experience with a wide variety of laboratory animal species and in their housing from conventional to barrier to bio-containment facilities; experience with animal surgical suite management including USDA and non-regulated animals; experience working in a university or academic medical research environment with working knowledge of common university policies, procedures and regulations; practitioner license (or license eligibility) from the US Drug Enforcement Agency (DEA); Accreditation by the United States Department of Agriculture (USDA)

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/PHYSICAL DEMANDS

“See attached Physical and Environmental Requirements form.”

Date

Donald S. Torry, PhD
Professor and Chairman
Department of Medical Microbiology, Immunology, and Cell Biology
Interim Associate Dean for Research

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Research Assistant/Associate Professor /Director, DLAM**
 Position No. (If applicable): _____ Department: **Laboratory Animal Medicine-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

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

| PHYSICAL DEMANDS: | Seldom <small>(Performed rarely less than 2% of the time)</small> | Occasionally <small>(Performed less than 25% of the time)</small> | Frequently <small>(Performed 26% to 50% of the time)</small> | Constantly <small>(Performed 51% or most of the time)</small> | N/A |
|-------------------|--|--|---|--|-----|
|-------------------|--|--|---|--|-----|

(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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Writing | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Speaking | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Close visual acuity | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Travel | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Hearing - Conversation | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Hearing - Other Sounds | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input 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 checked="" type="radio"/> | <input type="radio"/> | <input 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 type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Working in close quarters | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input 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 checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sitting | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Standing | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Walking | <input type="radio"/> | <input checked="" type="radio"/> | <input 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 | 10 - 20 lbs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Carrying | 10 - 20 lbs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Lifting | 10 - 20 lbs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <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 _____