Southern Illinois University School of Medicine
POSITION DESCRIPTION
For the Period of January 1, 2020 through December 31, 2020.

NAME: 

RANK: Assistant/Associate Professor of Clinical Family & Community Medicine

TITLE: Associate Program Director

DEPARTMENT: Family & Community Medicine

DIVISION: SIU-Alton Family Medicine Residency Program

NOTE: When the Family Medicine Residency Program has been approved and resident classes begin, the percentages for this position will change and a revised position description will be submitted. Until that occurs, this position will spend the major portion of time assisting in the development of curriculum and providing direct patient care. Listed below are two percentages – the first shows time spent prior to the state of the first class of residents and the second percentage shows time spent once the program has started.

POSITION FUNCTION:

This position will have administrative, teaching and direct patient care duties as the Associate Program Director for the SIU-Alton Family Medicine Residency Program. The position will coordinate and teach family medicine resident physicians in the inpatient and outpatient setting.

ORGANIZATIONAL RELATIONSHIP:

This position reports to the Acting Program Director of the Alton Family Medicine Residency Program who in turn reports to the Chair of the Department of Family and Community Medicine.

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.

I. ADMINISTRATION 20%/40%

A. Assist the Program Director with administrative duties associated with an accredited family medicine residency program.
B. Serve as Coordinator of the weekly residency didactic conferences, organizing topics and speakers.

C. Assist the Program Director with short and long-range planning goals of the residency program and organize and participate in evaluation of the program.

II. TEACHING 10%/25%

A. Conduct teaching rounds on hospitalized patients.

B. Actively precept as teaching physician in the resident outpatient clinics to include patient care aspects and procedural skills, time management skills, doctor-patient relationship, professionalism, ethical and legal considerations, billing and coding.

C. Develop, facilitate and deliver core curriculum conferences for the residency program.

D. Serve as mentor to family practice residents, including meeting with them on a regular basis to review their rotation evaluations, chart notes, to counsel and advise them on any problems or issues, and appropriately document findings or

III. RESEARCH 5%/5%

A. Contribute to the identification and implementation of appropriate research projects and publications.

B. Complete a minimum of 2 scholarly projects each 5 years per RRC requirements.

IV. SERVICE 65%/30%

A. Provide direct patient care to patients of SIHF.

B. Conduct procedure clinics as needed at the clinic.

C. Participate in family medicine inpatient service.

D. Attend faculty meetings and core conference lectures at the Center.

E. Serve on Center and School-wide committees as assigned.

F. Take part in quality and peer review activities.

G. Take part in community outreach activities.
REQUIRED QUALIFICATIONS:
A. Must possess an MD or DO degree;
B. Must have graduated from an accredited residency training program;
C. Must be Board Certified/Board Eligible in Family Medicine at time of hire;
D. Licensed in the State of Illinois or eligible for licensure in the State of Illinois;
E. Must be willing to practice inpatient medicine;
F. Sensitive to the needs of underrepresented minority populations

DESIRED QUALIFICATIONS:
A. The practice of obstetrics is desired but not required.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:
See attached Physical and Environmental Requirements.

HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS:
Participates in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine

SIGNATURES:

Incumbent
Assistant/Associate Professor and Assistant Director
SIU-Alton Family Medicine Residency Program

M. Rebecca Hoffman, MD
Assistant Professor and Acting Program Director
SIU-Alton Family Medicine Residency Program

Janet Albers, MD, Professor and Chair
Department of Family & Community Medicine

Iris Wesley, Executive Director
Center for Family Medicine
## PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

**SIU SCHOOL OF MEDICINE**

**Incumbent:**

**Classification:** Assistant/Associate Professor of Clinical FCM

**Position No. (if applicable):**

**Department:** Family and Community Medicine/Springfield-SMS

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

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

### PHYSICAL DEMANDS:

<table>
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<th>Activity</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>N/A</th>
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<tbody>
<tr>
<td>(Indicate frequency of activity during performance of position duties)</td>
<td>(Performed rarely less than 2% of the time)</td>
<td>(Performed less than 25% of the time)</td>
<td>(Performed 25% to 50% of the time)</td>
<td>(Performed 51% or more of the time)</td>
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<td>Working in dust, fumes, gases, or irritants</td>
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<td>Working in extreme cold, heat and/or humidity</td>
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<td>Other (Please list)</td>
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</table>

I affirm that 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.

M. Rebecca Hoffman, MD

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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

HR-0195S
01/10

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