SOUTHERN ILLINOIS UNIVERSITY SCHOOL OF MEDICINE
POSITION DESCRIPTION
For the Period October 1, 2019 – June 30, 2020

NAME:

RANK: Physician Assistant-Certified

TITLES(S): Physician Assistant

TRACK: Exempt

DEPARTMENT: Family & Community Medicine - Carbondale (FCM-C)

DIVISION: Carbondale

POSITION FUNCTION

This position is responsible for a broad range of patient care activities at SIU Family Medicine in Carbondale and West Frankfort Family Practice Center.

ORGANIZATIONAL RELATIONSHIP

This Physician Assistant reports to the Residency Director of the Carbondale Family Medicine Residency Program

DUTIES AND RESPONSIBILITIES

Qualifying: The following information is intended to be representative of the work performed by incumbent in this Physician Assistant 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.

Behavior Standards: 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. TEACHING: 10%

A. Participates in/presents faculty and education conferences and seminars.
B. Establishes a model of professional cooperation of practice responsibilities between family physicians and non-physician providers.
C. Partners with faculty and resident physicians in a learning environment on the treatment of Carbondale and West Frankfort patients.
D. Offers educational guidance in the design, development, implementation, and delivery of seminars and workshops for the community.
II. RESEARCH: 5%
   A. Collaborates with faculty and residents on research projects.
   B. Participates in educational research and submit articles for publication.

III. SERVICE 85%
   A. Carries a personal caseload of assigned patients and families.
   B. Provides clinical support for patient education programs, wellness education and occupational health activities.
   C. Clinical services specifically authorized may not exceed the clinical privileges granted by the supervising physician as documented in the collaborative agreement.
   D. Works with designated residents and faculty, sharing responsibility for their caseloads.
   E. Has major responsibility for developing procedures, systems and technological modifications of the electronic health record to meet the requirements of the Patient-Centered Medical Home accreditation.
   F. Serves on University, departmental and program committees as assigned.
   G. Other duties or special projects as assigned by the Medical Director; providing clinical support for patient, education programs and wellness education, teaching/mentoring students in the SIU Physician Assistant Program.
   H. Keeping with the SIU School of Medicine’s Behavior Standards.

AUTHORITY AND RESPONSIBILITY

- Should have the independence and/or freedom to act involved in performing assigned duties.

MINIMUM QUALIFICATIONS

- Graduate of an accredited Physician Assistant program; AND
- Received a passing score on the national certifying exam; AND
- Licensure as a Physician Assistant in the State of Illinois (or eligibility for licensure); AND
- Sensitive to the needs of underrepresented minority populations

DESired QUALIFICATIONS

- Experience in a primary care setting.
- Experience in geriatrics.
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.

PA
Department of Family and Community Medicine
Center for Family Medicine-Carbondale

Date: ________________________

Janice Robinson
Family Medicine Administrator
Center for Family Medicine-Carbondale

Date: ________________________

Sara Malone, MD
Assistant Professor and Medical Director
Center for Family Medicine-Carbondale

Date: ________________________

Janet Albers, MD
Professor of Family & Community Medicine
Associate Chair, Department of Family & Community Medicine
Director and Chief Executive Officer
SIU Center for Family Medicine

Date: ________________________
# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

**SIU SCHOOL OF MEDICINE**

**Incumbent:**

**Classification:** Certified Physician Assistant

**Department:** Family and Community Medicine/Carbondale Clinic-SMS

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

- [x] Office
- [x] Clinic
- [ ] Research Laboratory
- [ ] Other (Be Specific):

### PHYSICAL DEMANDS:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Seldom (Performed rarely less than 2% of the time)</th>
<th>Occasionally (Performed less than 26% of the time)</th>
<th>Frequently (Performed 26% to 50% of the time)</th>
<th>Constantly (Performed 51% or most of the time)</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Reading</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Speaking</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Close visual acuity</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Hearing - Conversation</td>
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<td>Hearing - Other Sounds</td>
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<td>Stooping</td>
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<tr>
<td>Squatting</td>
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<td>Gross hand manipulation</td>
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<td>Fine hand manipulation</td>
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<td>Working in dust, fumes, gases, or irritants</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Working at heights</td>
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<td>0</td>
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<tr>
<td>Working in extreme cold, heat and/or humidity</td>
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<td>Working in close quarters</td>
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<tr>
<td>Climbing</td>
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<td>Operating motor vehicles</td>
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<td>Sitting</td>
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<td>Working above shoulder level</td>
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<td>Twisting</td>
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<tr>
<td>Kneeling</td>
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<tr>
<td>Pushing or pulling</td>
<td>40 - 60 lbs.</td>
<td>20 - 40 lbs.</td>
<td>10 - 29 lbs.</td>
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<tr>
<td>Carrying</td>
<td>40 - 60 lbs.</td>
<td>20 - 40 lbs.</td>
<td>10 - 29 lbs.</td>
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<td>Lifting</td>
<td>40 - 60 lbs.</td>
<td>20 - 40 lbs.</td>
<td>10 - 29 lbs.</td>
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<td>Other (Please list):</td>
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</tbody>
</table>

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**

Janice Robinson

**Date**

01/10

**Employee Signature**

**Date**

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