POSITION DESCRIPTION
For the Period of through June 30, 2020

NAME:

RANK: Associate Professor/Professor of Clinical Internal Medicine
OR
Associate Professor/Professor

TITLE: Division Chief, Infectious Diseases

TRACK:

DEPARTMENT/DIVISION: Internal Medicine/Infectious Diseases

POSITION PURPOSE:
Participate as a full time faculty member in the Departmental and Medical School activities as a Clinical Teacher. The incumbent has a major commitment to the education in the form of scholarly activities related to education, leadership, administration and promotion of excellence in clinical care.

FUNCTIONAL RELATIONSHIPS:
The incumbent in this position reports to the Chair for the Department of Internal Medicine, who reports to the Dean and Provost of the School of Medicine, who reports to the President of the SIU Systems.

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. Administrative (includes 5% academic consideration time) 25%

A. Academic consideration time. (.05 FTE)

B. Serve as Division Chief, Infectious Diseases. (.20 FTE)

1. Organize and manage the clinical programs of the Division to meet the needs of patients, other physicians, and students and residents. This includes overseeing the quality of medical care provide by Division members including: development, collection and reporting of quality metrics; assuring that the Division responds in an appropriate and timely fashion to patients and referring physicians; and contributing to improvements in the quality of care throughout the Department.

2. Provide leadership, support and mentoring for Division faculty including informal feedback on performance throughout the year; a review of each faculty member’s position description,
contract and funding sources at least yearly; an annual evaluation of Division faculty; and supervision of the Division faculty’s career development and progress in the promotion and tenure system.

3. Partner with clinical and departmental administrative leaders to provide direction and organizational structure for staff assigned to the Division; and participate in evaluating the Division’s administrative, research, and clinical staff.

4. Represent, and advocate for the School of Medicine, the Department of Internal Medicine, and the Division of Infectious Diseases. Activities will include interactions with outside individuals and groups such as physicians from the community; faculty from other medical schools; affiliated hospitals and other healthcare institutions; professional societies and organizations; patients; and the public.

5. Work with Department and Division staff to expand and develop the Department and Division, including recruiting new faculty, identifying new funding sources for faculty, and developing new programs.

6. Provide support and advice to the Chair of medicine about Divisional/Departmental activities.

7. Attend Division Chief meetings, Faculty meetings, Medical Grand Rounds, and other Department-wide professional and social events.

8. Collaborate with other division chiefs and department faculty to support all of the Department’s programs and activities.

II. Teaching 15%

The SIU Department of Medicine is committed to delivering the highest quality medical education across the learning continuum (e.g., medical school/residency/fellowship/continuing education and faculty development).

A. Teaching (of which 7.5% is standard clinical and therefore incorporated in determining the clinical full-time equivalent or CFTE )

1. Teach, mentor, and supervise individual students/residents/fellows, if applicable, during in-patient and out-patient consultations and follow-up visits.

2. Prepare and deliver lectures, seminars, conferences and rounds for students and residents taking the Infectious Diseases elective, along with other learners in the Department of Medicine and other departments. This also includes hospitals in communities of Central and Southern Illinois.

3. Provide periodic seminars/educational sessions for the division.

4. Prepare conferences for the Department of Medicine.

B. Supervise and oversee educational programs and activities for which the Division has major responsibility, insuring that these are conducted within the curricular framework of the Department and the School of Medicine, and to meet the standards of relevant accrediting organizations.
III. **Research and Advanced Training** 15%

A. Establish and maintain scholarly activities and research programs within the Division and across divisional and departmental lines.

B. As defined by individual interest and in compliance with Department policy.

IV. **Service** 45%

A. Professional Services

1. Complete inpatient and outpatient consultations requested by full-time SIU clinical faculty, house staff and community physicians.

2. Develop and maintain professional practice in accordance with departmental policy.

3. A clinical full-time equivalent (CFTE) of 52.5% which includes 7.5% clinical teaching. Based on the most recent three year rolling average of the academic MGMA 60th percentile benchmark and CFTE, achieve a minimum target of 2,113 RVUs per year.

B. University, Hospital and Regional Services

1. Participate in University, SIU HC and hospital committees as requested.

**MINIMUM QUALIFICATIONS:**
Sensitive to the needs of underrepresented minority populations.
Graduate of accredited medical school program.
Graduate of formal specialty training program in Infectious Diseases.
Diplomate of the American Board of Internal Medicine or eligibility for ABIM.
Diplomate of the American Board of Infectious Diseases Medicine or eligibility for Infectious Diseases Board.
Licensed to practice medicine in the State of Illinois or Licensed by the State of Illinois prior to employment.
Experience providing services to multicultural populations.
Experience dealing with underrepresented minority populations.

**DESIRED QUALIFICATIONS:**
Experience working in an academic environment, both inpatient and outpatient settings.

**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.
# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

**SIU SCHOOL OF MEDICINE**

**Incumbent:**

**Classification:**

**Position No. (If applicable):** 1M8.FA.1660.002

**Department:** Internal Medicine-EMS

## WORK ENVIRONMENT:

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

## PHYSICAL DEMANDS:

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<th>Activity</th>
<th>Sedentary</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>NA</th>
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<td>Writing</td>
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<td>Close visual acuity</td>
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<td>Travel</td>
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<td>Hearing - Conversation</td>
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<td>Hearing - Other Sounds</td>
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<td>Suction</td>
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<td>Working in dust, fumes, gases, or infrared</td>
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<td>Working at heights</td>
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<td>Working in extreme cold, heat, and/or humidity</td>
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<td>Climbing</td>
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<td>Operating motor vehicles</td>
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- [ ] 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.

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

**Supervisor Signature:** [ ] **Date:** 01/10

**Employee Signature:** [ ] **Print:**

**Physical Demands Definitions**