# POSITION DESCRIPTION

For the Period of September 1, 2020 through June 30, 2021

**NAME:**

**RANK:** Assistant Professor of Clinical Internal Medicine

**TITLE:**

**TRACK:** Alternate (Non-tenure)

**DEPARTMENT/DIVISION:** Internal Medicine/General Internal Medicine

**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 REPLATIONSHIPS:**

The incumbent in this position reports to the Chief of General Internal Medicine Division, who reports to the Chair for the Department of Internal Medicine, who reports to the Dean and Provost of the School of Medicine.

**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)* **5%**

A. Academic consideration time. (.05 FTE)

B. Assume other divisional and departmental administrative responsibility as directed by the Division Chief.

## 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 General Internal Medicine 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.

## III. Research and Advanced Training 0%

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

## IV. Service 80%

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 8**7.5%** which includes 7.5% clinical teaching. Based on the most recent three year rolling average of the academic MGMA 60$^{th}$ percentile benchmark and CFTE, achieve a minimum target of **4,149** RVUs per year. Specific Clinical duties include:
    a) GIM PCP
        1. Staffing 8 half-day clinic sessions per week x 46 weeks to include 5-6 resident clinics and 2-3 faculty only clinics.
        2. Rotate on GIM after hours and weekend call schedule.
        3. Expected patient panel size of 1,750 and includes resident patients based on unique MRNs seen past 18 months.
        4. Supervise residents rotating on their respective y week.
        5. Staff up to 2 early morning or extended half day sessions per month

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 Internal Medicine.
Diplomate of the American Board of Internal Medicine or eligibility for ABIM.

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.

_____ _____

Incumbent Date

_____ _____

Zak Gurnsey, MD Date
Chief, Division of General Internal Medicine

_____ _____

John Flack, MD, MPH Date
Professor and Chair
Department of Internal Medicine

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: | Classification: **Assistant Professor of Clinical Internal Medicine**

Position No. (If applicable): | Department: **Internal Medicine-SMS**

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

| | |
|---|---|
| ☒ **Office** | ☒ **Hospital** |
| ☒ **Clinic** | ☐ **Warehouse** |
| ☐ **Research Laboratory** | ☐ **Outdoors** |
| ☐ **Other (Be Specific):** | |

| **PHYSICAL DEMANDS:** | Seldom | Occasionally | Frequently | Constantly | N/A |
|---|---|---|---|---|---|
| (Indicate frequency of activity during performance of position duties) | (Performed rarely less than 2% of the time) | (Performed less than 25% of the time) | (Performed 26% to 50% of the time) | (Performed 51% or most of the time) | |
| *(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 | 5 - 10 lbs. | | | | ○ |
| Carrying | 5 - 10 lbs. | | | | ○ |
| Lifting | 5 - 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.

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

**Gurnsey, Zak**

Supervisor Signature | Date | Supervisor Name | Employee Signature | Date

HR-0195S
01/10

Clear | Print | Physical Demands Definitions