

**PRINCIPAL ADMINISTRATIVE
POSITION DESCRIPTION**

For the period August 1, 2022 to August 30, 2023

NAME: _____ FLSA STATUS: Exempt
TITLE: Curriculum Development Specialist
DEPARTMENT: Office of Education and Curriculum

POSITION FUNCTION

Under the general supervision of the Senior Associate Dean for Education and Curriculum, the appointee will serve as a curriculum development specialist assigned to the Orientation, Cardio-Respiratory-Renal unit, and Endocrine Reproductive Gastrointestinal unit, working directly with the chairs of the unit/streamers to provide educational resources for faculty and students and serving as liaison for the students assigned to the unit/streamers. In addition, the appointee will provide expertise and assistance to other curriculum units as requested, including, but not limited to, writing of patient cases, training of standardized patients, and participating in small group sessions. Serve as clinical resource for Year 2 students.

ORGANIZATIONAL RELATIONSHIPS

This position reports to Debra Klamen, MD, MHPE, Senior Associate Dean for Education and Curriculum, who in turn reports to Jerry Kruse, MD, Dean and Provost, SIU School of Medicine.

DUTIES AND RESPONSIBILITIES

“The following information is intended to be representative of the work performed by incumbent in this 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.”

- I. Teaching 85%
 - A. Work closely with faculty and staff in the Office of Education and Curriculum, the Department of Medical Education, and related basic science and clinical departments to enhance the educational experiences of first and second year medical students. This would include recommending and providing assistance with educational content and cases, computer, audio and video tools, clinical resources (faculty, labs, activities), and arranging these activities as appropriate for the assigned curriculum units.
 - B. Train students in unit-related clinical skills, specifically the sexual history, family medical history, as well as basic clinical skills such as working with patient charts, writing and reviewing progress notes, history and physicals, etc.
 - C. Develop patient problem simulations for presentation in multiple formats (standardized patients, paper simulations, computer simulations).

- D. Design, develop, and administer clinical case and other performance-based assessments in consultation with clinical and basic science faculty.
 - E. Locate patient cases appropriate for clinical case development.
 - F. Perform medical edit of case simulations.
 - G. Serve as counselor and advisor to assigned students.
 - H. Participate in small group sessions for assigned students as appropriate.
 - I. Serve as liaison between faculty and the Associate Dean for Education and Curriculum in case development activities.
- II. Research 5%
- A. Design and implement studies of educational and curricular issues.
 - B. Design and implement independent research projects pertaining to individual clinical and educational interests.
- III. Service 10%
- A. Represent the Office of Education and Curriculum and curriculum unit-related departments as requested in relevant hospital and university matters.
 - B. Represent the Office of Education and Curriculum and curriculum unit-related departments as requested at local, regional and national meetings as appropriate.
 - C. 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.
 - D. Other duties as assigned.

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MINIMUM QUALIFICATIONS

- A. Master's Degree in a health care profession and two years of clinical experience with educational responsibility.
- B. Background or experience with medical data retrieval.
- C. Knowledge of educational theory and methodology.
- D. Good organizational skills and good problem-solving ability.
- E. Ability to work in close association with clinical and basic science faculty.
- F. Excellent oral and written communication skills.
- G. Experience in the clinical medicine setting.
- H. Sensitive to the needs of underrepresented minority populations.

PREFERRED QUALIFICATIONS

- A. Knowledge of and experience in the fields Internal Medicine preferred.
- B. Experience in medical education.
- C. Experience with clinical simulations.
- D. Experience in teaching professional competence.
- E. Background or experience in conducting clinical and/or educational research.
- F. Research and publication experience.
- G. Knowledge of problem-based learning concepts.
- H. Knowledge of educational resources available at SIU School of Medicine and other institutions.

AUTHORITY AND RESPONSIBILITY

The level of instruction is minimal and the incumbent is expected to act independently, take initiative, and carry out broadly defined tasks to a satisfactory conclusion. Deadlines and general instructions may be established for certain projects; however, it is the employee's responsibility to organize and complete projects by using initiative, creativity, and judgment.

WORKING CONDITIONS/PHYSICAL DEMANDS

Participates in meetings, trainings and other environmental and health and safety activities as required by SIU School of Medicine.

See attached Physical and Environmental Requirements form.

Incumbent

Date

Department Head/Chair

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Curriculum Development Specialist**
 Position No. (If applicable): _____ Department: **Education and Curriculum-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" 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	<input type="radio"/>	5 - 10 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	5 - 10 lbs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	5 - 10 lbs.	<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.

Debra Klamen, MD

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date