

Southern Illinois University School of Medicine

POSITION DESCRIPTION

NAME:

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

TITLE: Residency Program Director (.70 FTE)

DEPT: Family & Community Medicine

DIVISION: SIU Springfield Family Medicine Residency Program
SIU Center for Family Medicine-Springfield

POSITION FUNCTION:

Responsibilities include serving as Program Director for the Springfield Residency Program which is a 30-person program. The position requires a major commitment to administration of all aspects of the training program. In addition, this position will liaison with other SIU Clinical Departments, the teaching hospital and with community providers.

ORGANIZATIONAL RELATIONSHIPS:

This position will report to the Chair of the SIU Department of Family and Community Medicine who in turn reports to the Dean and Provost. All residency faculty will report to this position for their residency teaching duties.

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.

III. ADMINISTRATION

(70%)

- A. Directs and administers the Family Medicine Residency Program, including the accreditation process, resident recruitment, education and evaluation.
- B. Directly oversees or delegates the coordination of residency rotations and clinic schedules for Family Medicine residents.
- C. Develops and implements residency policies and procedures, in accordance with ACGME requirements.
- D. Works with the Medical Education Program Specialist to develop curriculum, call, and rotation schedules for residents.

- E. Oversight over all resident curriculum development, implementation and evaluation.
- G. Serves as liaison with other SOM departments to coordinate schedules and goals for each rotation.
- H. Responsible for the establishment and ongoing review of offsite resident clinical experiences.
- I. Attends Directors Council Meeting, Faculty Meeting and Core Conference on a regular basis.
- J. Responsible for educational development and evaluation of all aspects of the Family Medicine Residency Program in the Springfield region, including the Family Medicine and specialty experiences, the Family Medicine Hospital Teaching Service, and the Family Medicine Conference Series.
- O. Oversight of the core curriculum conferences for the residency program.

MINIMUM QUALIFICATIONS:

1. Sensitive to the needs of underrepresented minority populations.
2. Must be a current faculty member within the Department of Family & Community Medicine.
3. Must have five years of experience as a faculty member.
4. Must possess an MD or DO degree.
5. Must have graduated from an accredited residency training program.
6. Must be Board Certified in Family Medicine.

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
 Associate Professor / Professor of Clinical FCM &
 Program Director
 Springfield Family Medicine Residency Program

 Date

 Janet R. Albers, MD
 Professor of Clinical FCM & Chair
 Department of Family & Community Medicine

 Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Associate Prof / Professor of Clinical Family & Community Medicine**

Position No. (If applicable): **SMS.FA.50116.004** Department: **Family and Community Medicine/Springfield-SMS**

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input checked="" 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<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.

Janet Albers, MD

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date