FACULTY POSITION DESCRIPTION

NAME:

RANK: Assistant/Associate/Professor of Clinical FCM

TITLE: Residency Program Director
     Assistant Medical Director

DEPARTMENT: Family and Community Medicine

DIVISION: SIU Center for Family Medicine and
         Decatur Family Medicine Residency Program

TRACK: Clinical

POSITION PURPOSE:

This position serves as the Program Director for the SIU Residency Training Program in Decatur and as such, represents SIU in the region. Responsibilities include a combination of administration, patient care, research and teaching activities. All residency faculty and providers will report to this position for their residency teaching duties.

FUNCTIONAL RELATIONSHIPS:

This position reports to the Chair of the SIU Department of Family and Community Medicine, who in turn reports to the Dean and Provost. This position will work closely with and serve as a member of the Decatur Site Leadership Team which also includes the Site Administrator, the Site Director of Clinic Operations and the Site Chief Medical Officer.

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. Teaching 25%

1. Responsible for educational development and evaluation of all aspects of the Family Medicine Residency Program in the Decatur region, including the family medicine and specialty experiences, the family medicine hospital teaching service, and the family medicine conference series.
2. Provides educational support for residents and medical students at SIU Decatur Family Medicine.
3. Develops, evaluates and revises Decatur based curriculum for residents and medical students.
4. Oversight of the core curriculum conferences for the residency program.
5. Conducts periodic review of residents and medical students and provides ongoing formative and summative feedback for professional development.
6. Serves as preceptor for medical students as needed.
7. Supervises resident clinics at the SIU Decatur Family Medicine Center

II. Service/Patient Care  30%
1. Provides direct patient care to own panel of patients at the Center.
2. Participates in family medicine call.
3. Participates in quality and peer review process.
4. Participates in community outreach projects.
5. Participates in Center Quality Improvement activities.
6. Serves on the Center-wide Committees, as appropriate.
7. Serves on school and department committees, as assigned.
8. Provides emergency services to patients as needed including those who are identified as having no primary care physician.
9. Participates in internal and/or external professional organizations and committees.

III. Administration  40%
1. Directs and administers the Family Medicine Residency Program, including the accreditation process, resident recruitment, education and evaluation.
2. Directly oversees or delegates the coordination of residency rotations and clinic schedules for family medicine residents. Develops and implements residency policies and procedures, in accordance with ACGME requirements.
3. Provides clinical direction of residency as Assistant Medical Director.
4. Works with the Program Coordinator/Medical Education Program Specialist to develop curriculum, call, and rotation schedules for residents.
5. Oversight over all resident curriculum development, implementation and evaluation.
6. Serves as liaison with other SOM departments and Decatur community-based faculty to coordinate schedules and goals for each rotation.
7. Responsible for the establishment and ongoing review of offsite resident clinical experiences.
8. Supervises and evaluates faculty in relationship to their residency teaching duties and faculty development including recruitment of faculty.
9. Develops, implements, and evaluates cooperative and appropriate Family Medicine education experiences for residents and other health professionals in other disciplines, integrated with the Family Medicine Residency Program as much as possible.
10. Attends Directors Council meeting, faculty meeting and core conference on a regular basis.
11. Has budgetary input particularly in regards to financial and staff resources which impact the educational program.

IV. Research  5%
1. Conducts research in areas of particular interest and publishes in refereed journals.
   Completes at least 2 scholarly activities every 5 years per RRC requirements.
2. Attends and presents at local, state and national professional meetings.
REQUIRED QUALIFICATIONS:

1. Sensitive to the needs of underrepresented minority populations.
2. Graduate of accredited medical school program
3. Successful completion of an approved residency program
4. Licensed to practice medicine in the State of Illinois or eligible for such licensure
5. Board Certified in Family Medicine.
6. Must have three years of faculty teaching experience in a family medicine residency training program.
7. Must be willing to practice inpatient family medicine.

DESIRED QUALIFICATIONS:

1. The practice of obstetrics is desired, but not required.

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.

SIGNATURES

____________________________________________  ___________________
Incumbent  Date
Assistant/Associate/Professor of Clinical FCM
Residency Program Director
SIU Decatur Family Medicine Residency Program

__________________________________________  ___________________
Janet R. Albers, MD       Date
Professor of Clinical Family & Community Medicine
Chair, SIU Department of Family and Community Medicine

REVIEWED:

________________________________________________              _________________
Iris Wesley, Executive Director                Date
SIU Center for Family Medicine FQHC
PHYSICAL AND ENVIRONMENTAL REQUIREMENTS
SIU SCHOOL OF MEDICINE

Incumbent: ___________________________ Classification: Assistant/Associate/Professor of Clinical FCM

Position No. (If applicable): SMS.FA.1011.001 Department: Family and Community Medicine/Decatur-SMS

WORK ENVIRONMENT: (Check all applicable environments)

- [X] Office
- [X] Clinic
- [ ] Warehouse
- [ ] Research Laboratory
- [ ] Outdoors
- [X] Other (Be Specific): Nursing Homes, Community Outreach

PHYSICAL DEMANDS:

<table>
<thead>
<tr>
<th>Frequency of Activity</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
<th>N/A</th>
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<tr>
<td>(Performed rarely less than 2% of the time)</td>
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<td>(Performed less than 25% of the time)</td>
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<td>(Performed 26% to 50% of the time)</td>
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<td>(Performed 51% or most of the time)</td>
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(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 Over 60 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.

Supervisor Signature: ___________________________ Date: 03/08

Employee Signature: ___________________________ Date: ___________________________