

POSITION DESCRIPTION

NAME: FLSA Status: Exempt
RANK: Professor
TITLE: Professor and Chief
Department/Division: Surgery/Orthopaedics and Rehabilitation

GENERAL DUTIES

This is an administrative and managerial position with direct responsibilities to the Chairman of the Department of Surgery. While functioning in this position, the Chairman of the Division of Orthopedics and Rehabilitation must represent the Division as a fair but strong advocate within the Departmental structure.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

TIME COMMITMENT

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.

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. | Administration | 15% |
| | A. | |
| | | Provide administrative leadership for the Division of Orthopedics and Rehabilitation and develop programs and related budgets pertaining to the Division. |
| | | 1. Prepare and recommend a Divisional budget. |
| | | 2. Be responsible for all Divisional fiscal matters. |
| | | 3. Supervise Divisional staff and personnel. |
| | | 4. Represent the Division in Departmental, School and University matters. |
| | | 5. Provide the point of contact between the Division and outside agencies or institutions. |
| | B. | |
| | | Recruit the necessary faculty and foster their development within the Division of Orthopedics and Rehabilitation. |
| | | 1. Recruit the appropriate faculty to meet the educational needs. |
| | | 2. Be responsible for precise and fair faculty evaluations and make recommendations for promotion and tenure. |
| | | 3. Provide an environment within the Division of Orthopaedics and Rehabilitation for faculty development. |
| | | 4. Provide direction for developing rehabilitation programs within the School of Medicine and seek to relate these programs to the affiliate hospitals. |

- II. Teaching 10%
- A. Insure balanced and integrated education programs in the field of orthopedics and rehabilitation including undergraduate medical education, the basic surgical and orthopedic residency programs, continuing education and intra and multidisciplinary surgical programs.
1. Develop and implement specific undergraduate curricula related to orthopedics and rehabilitation.
 2. Oversee the residency program in Orthopedics and Rehabilitation.
 3. Develop and implement specific continuing education programs pertaining to orthopedics and rehabilitation both within the clinical faculty and for the area-wide physicians.
 4. Provide a role model as a teacher in orthopedics and rehabilitation.
- III. Research 5%
- Foster research and scholarly activities within the Orthopedics program
1. Be responsible for the type and quality of research within the Division.
 2. Seek and maintain extramural funds for research.
 3. Provide a role model as an investigator.
 4. Oversee the operation of the Orthopedic Research Laboratories.
 5. Supervise Ph.D. researcher and other research staff.
 6. Work in conjunction with the SM Center for Clinical Research
- IV. Service 70%
- A. Assist in the coordination of multiple disciplinary clinics for the care of orthopedics injured people.
- C. Set an example of highly skilled and conscientious practice of orthopedic surgery and rehabilitation that is balanced with self education and other academic activities as an example to future practitioners in orthopedics and rehabilitation.
- D. Maintain an orthopedic surgery and rehabilitation practice in order to maintain clinical proficiency.
- E. Provide a role model as practitioner for faculty, house staff, students and fellow practitioners.
- F. Participate in peer review for assessing clinical practice for faculty within the Division.
- G. Represent the Division of Orthopedics and Rehabilitation in regional, state and national matters pertaining to the field of orthopedics and rehabilitation, especially in trauma surgery.
- H. Attend national meetings, symposia, etc., in orthopedics and rehabilitation and related fields for the purpose of contribution, gaining of further knowledge and as an example to other physicians.
- I. Present papers at meetings of orthopedics and rehabilitation and other related fields.

- J. Serve on committees in national, regional and state societies pertaining to orthopedics and rehabilitation.
- K. Represent the Department of Surgery or the Division of Orthopedics and Rehabilitation or both on committees as requested by the Chairman of the Department.

REQUIRED MINIMUM QUALIFICATIONS

Sensitive to the needs of underrepresented minority populations

MD license in the state of Illinois or able to be licensed in Illinois

Board certification in Orthopedics

Successful completion of an Orthopedic Residency

MD/DO License

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

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

WORKING CONDITIONS

See attached Physical and Environmental Requirements form

Date
Professor and Chief
Division of Orthopaedics and Rehabilitation
Department of Surgery

Date
Michael Neumeister, M.D.
Professor and Chairman
Department of Surgery