

## POSITION DESCRIPTION

For the Period of July 1, 2021 through June 30, 2022

**NAME:**

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

**TITLE:**

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

**DEPARTMENT/DIVISION:** Internal Medicine/General Internal Medicine (Hospitalist)

### POSITION PURPOSE:

Participate as a full time faculty member in the Departmental and Medical School activities as a Clinician Teacher, specializing in the management of hospitalized patients. The incumbent has a major commitment to the provision, advancement and promotion of excellence in clinical care and teaching/educational activities, and contributes significantly to scholarly activities.

### FUNCTIONAL REPLATIONSHIPS:

The incumbent in this position reports to the Chief of the 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. Assume other divisional and departmental administrative responsibility as directed by the Division Chief.

B. Academic consideration time. (.05 FTE)

**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 to residency to continuing education and faculty development).

- A. Clinical Teaching (7.5% - included in Service time)  
All full time faculty members are expected to teach within the context of provision of clinical care.
1. Teach, mentor, and supervise individual students and residents during in-patient and out-patient consultations and follow-up visits.
  2. Prepare lectures, seminars and rounds for students on the Hospitalist Service.
- B. Didactic Teaching (7.5%)  
Beyond teaching within the context of provision of clinical care, all faculty members are expected to engage in formal, scheduled teaching outside the context of clinical care delivery.
1. Prepare and deliver lectures, seminars, conferences and rounds for resident house staff, medical students and other learners in the Department of Medicine and other departments.
  2. Provide periodic seminars/educational sessions for the division.
  3. Prepare conferences for the Department of Medicine.
  4. Provide lectures and conferences at hospitals in communities of Central and Southern Illinois.

**III. Research and Advanced Training 0%**

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

**IV. Service (includes 7.5% Clinical Teaching effort) 80%**

- Your full-time equivalent (CFTE) is 87.5% and includes 7.5% clinical teaching

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. Based on MGMA benchmarks and the calculated clinical FTE, achieve a minimum target of 3,488 RVUs per year.

B. University, Hospital and Regional Services

1. Participate in University, SIU HC and hospital committees as requested.

**V. Other Professional Activities 0%**

**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  
Associate Professor and Chief  
Division of General Internal Medicine

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

### SIU SCHOOL OF MEDICINE

Incumbent: _____	Classification: <b>Assistant/Associate Professor of Clinical Internal Medicine</b>
Position No. (If applicable): _____	Department: <b>Internal Medicine-SMS</b> <span style="float: right;">▼</span>

**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 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Twisting	<input type="radio"/>	<input type="radio"/>	<input checked="" 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	5 - 10 lbs. ▼	▼	▼	▼	<input type="radio"/>
Carrying	5 - 10 lbs. ▼	▼	▼	▼	<input type="radio"/>
Lifting	5 - 10 lbs. ▼	▼	▼	▼	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<p style="font-size: small;">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.</p>	<p style="font-size: small;">I have read, understand and am capable of meeting the physical and environmental demands of this position.</p>
--	---

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
HR-0195S 01/10	Clear	Print	Physical Demands Definitions	Page 1 of 1