

POSITION DESCRIPTION

NAME:
RANK: Professor of Neurosurgery
TITLE: Chief, Division of Neurosurgery
TRACK: Tenure
DEPARTMENT/DIVISION: Surgery/Neurosurgery

ORGANIZATIONAL RELATIONSHIP:

This is the Chief of the Division of Neurosurgery and reports to the Chairman of the Department of Surgery.

GENERAL DUTIES:

This individual will be responsible for the administrative and managerial duties of the Division of Neurosurgery. These activities will be carried out within the structure of the Department of Surgery.

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.

- | | | |
|----|---|-----|
| I. | Teaching | 25% |
| A. | Assist the chairman in assuring a balanced and integrated educational program in the neurosciences, including undergraduate medical education, the surgical residency programs, continuing medical education, and multidisciplinary surgical program. | |
| | 1. Assessing the surgical manpower and educational needs in the area of neurosurgery in Central and Southern Illinois and develop educational programs to meet these needs. | |
| | 2. Developing and implementing the specific undergraduate curricula in neurosurgery and neuroscience. | |
| | 3. Designing appropriate curriculum to encompass those aspects of neurosurgery pertinent to undergraduate education. | |
| | 4. Providing with the aid of Division faculty, the learning materials to administer the curriculum. | |
| | 5. Working with other surgical Divisions to integrate surgical curriculum. | |
| | 6. Evaluating undergraduate curriculum. | |
| | 7. Developing and implementing specific continuing education programs pertaining to neurosurgery both with the clinical faculty and for the area-wide physicians. | |

8. Providing a role model in neurosurgery as a teacher.
- II. Service 50%
- A. Practice clinical surgery in an exemplary manner, properly balanced with other academic activities.
 1. Develop and maintain a clinical surgical practice appropriate to community needs in the time allotted from the University contract in order to retain clinical proficiency.
 2. Provide a role model in neurosurgery as a practitioner for faculty, house staff, and residents.
 - B. Represent the Division of Neurosurgery in local, regional, state, and national matters pertaining to the field of neurological surgery.
- III. Administration 15%
- A. Provide administrative support for the Division of Neurosurgery in developing programs and related budgets pertaining to the Division.
 - B. Assist in recruitment for the Department of Surgery and other appropriate areas of the Medical School and foster faculty development within the Division of Neurosurgery.
- IV. Research 10%
- A. Actively engage in research and scholarly activity to enhance the academic environment of the Division.
 1. Develop programs of research and scholarly activities in keeping within the goals of the Division.
 2. Seek appropriate funding mechanisms to support research.
- V. Other Professional Activities

REQUIRED QUALIFICATIONS

- A. Sensitive to the needs of underrepresented minority populations.
- B. Board-Certified or Board-Eligible in Neurosurgery.
- C. MD licensure in the State of Illinois.

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/PHYSICAL DEMANDS

See attached Physical and Environmental Requirements form.

APPROVALS

Date
Professor and Chief
Division of Neurosurgery
Department of Surgery

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

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: _____
 Position No. (if applicable): _____ Department: **Surgery-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 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling		20 - 40 lbs.			<input type="radio"/>
Carrying		10 - 20 lbs.			<input type="radio"/>
Lifting		10 - 20 lbs.			<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.

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
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