POSITION DESCRIPTION
For the Period October 1, 2018 – June 30, 2019

NAME

RANK          Assistant/Associate Professor of Clinical Psychiatry
DEPT/DIVISION Department of Psychiatry/Adult Psychiatry

POSITION PURPOSE
The incumbent will function as a faculty member in the Southern Illinois University School of Medicine Department of Psychiatry, Division of Adult Psychiatry. The incumbent will cover the SIU adult inpatient service at Memorial Medical Center or St. John’s Hospital and provide some outpatient services for SIU and collaborating agencies. The ability to provide ECT is essential. The incumbent will provide clinical and didactic training and establish lines of research. The incumbent will report to the Adult Psychiatry Division Director in the Department of Psychiatry.

ORGANIZATIONAL RELATIONSHIP
The incumbent will report to the Chief of the Division of Adult Psychiatry who reports to the Chair of the Department of Psychiatry who in return reports to the Dean and Provost of the School of Medicine.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES
Demonstrates, by action, 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.

15%   TEACHING
1. Carry out delegated responsibilities concerning the instruction of medical students, residents and fellows in the discipline of psychiatry. This includes participation in and direction of formal rounds, conferences, and seminars: leadership and instruction during formal and informal clinic, outpatient and inpatient. Ensures the clinical teaching of residents and students on the clinical services occurs effectively.
2. Serve as mentor with second year student small group during neuroscience block once every two (2) years.
3. Participate in residency didactics as assigned.
4. Present at Grand Rounds or Interdisciplinary Conferences.
5. Provide clinical supervision to residents in Psychiatry.
6. Moderate Resident Journal Club and case conferences as needed.
7. Serve as a mentor for psychiatry clerkship.
8. Serve as a moderator for psychiatry Student Journal Club.

70%   SERVICE (PATIENT CARE)
1. Maintain professional outpatient practice in accordance with SIU HealthCare policy.
2. Provide inpatient and consultation-liaison coverage at HSHS St. John’s Hospital and Memorial Medical Center including coverage of ECT.
3. Participate in call schedule and other routine faculty coverage duties of inpatient units on weekends.
10% RESEARCH
1. Establish lines of research on own or in collaboration with colleagues.
2. Publish one (1) peer-reviewed article every three (3) years
3. Develop a line of publishable scholarly activity.
4. Supervise resident research as applicable.
5. Maintain certification per Springfield Committee on Research Involving Human Subjects (SCRIHS).

5% ADMINISTRATION/PROFESSIONAL SERVICES
1. Participate in administrative meetings as assigned.
2. Serve on departmental and school committees as required and represent the department as needed to other organizations.

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.

MINIMUM QUALIFICATIONS
- Must have an MD or DO degree
- Must have completed four (4) years of approved residency training in psychiatry
- Must be licensed or eligible for licensure with the State of Illinois
- Must be board certified/eligible in Psychiatry
- Will be expected to achieve and maintain board certification within three (3) years, if not board certified at the time of hire
- Must have sufficient experience in ECT to be privileged at both assigned hospitals. SIU will provide training if necessary.
- Must be willing to be trained in the provision of TMS
- Must have at least three (3) years of experience in educational administration
- Must have experience providing services to multicultural populations; experience dealing with underrepresented minority populations; and be sensitive to the needs of minority populations.

__________________________________________  ______________________
Faculty Member  Date

__________________________________________  ______________________
Director, Adult Psychiatry Division  Date

__________________________________________  ______________________
Chair, Department of Psychiatry  Date
### PHYSICAL AND ENVIRONMENTAL REQUIREMENTS
**SIU SCHOOL OF MEDICINE**

**Incumbent:**

**Classification:** Assistant/Associate Professor of Clinical Psychiatry

**Position No. (If applicable):**

**Department:** Psychiatry-SMS

#### WORK ENVIRONMENT: (Check all applicable environments)
- [x] Office
- [x] Clinic
- [ ] Hospital
- [ ] Warehouse
- [ ] Research Laboratory
- [ ] Outdoors
- [ ] Other (Be Specific):

#### PHYSICAL DEMANDS:

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<th>Activity</th>
<th>Seldom</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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<td>performance of position duties)</td>
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<td>Hearing - Conversation</td>
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<td>Hearing - Other Sounds</td>
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<td>Stooping</td>
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<td>Gross hand manipulation</td>
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<td>Fine hand manipulation</td>
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<td>Working in dust, fumes, gases, or irritants</td>
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<td>Working at heights</td>
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Other (Please list): [ ]

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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.

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**Supervisor Signature**

**Date**

**Supervisor Name**

**Employee Signature**

**Date**

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**HR-0195S**

**01/10**

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