

JOB DESCRIPTION

NAME: _____ **CSN #:** _____

DEPARTMENT: Family and Community Medicine **DATE:** 12/16/2011

PRESENT CLASSIFICATION: Medical Education Program Specialist

FUNCTION

This position is a Medical Education Program Specialist in the Department of Family & Community Medicine with delegated responsibilities to support the Director of Medical Student Education (DMSE), Medical Student Educator (MSE), and all Core Medical Student Activities including Third Year Clerkship, Electives, Population Health and Prevention Curriculum, and related student interest groups (FMIG and INFO).

ORGANIZATIONAL RELATIONSHIPS

The occupant of this position reports to the Medical Student Educator who reports to the Program Director of Medical Student Education.

DUTIES AND RESPONSIBILITIES

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.

60% Clerkship Support

1. Plans, organizes and coordinates the Department of Family & Community Medicine Clerkship Program with problem solving and decision making capability under the direction of the DMS and MSE.
2. Plans and supervises completion and maintenance of a rotation master schedule and disseminates to students, faculty, residents and staff. Assists Student Education Team (SET) in assigning mentors to students with final approval of the DMSE.
3. Plans, organizes, and conducts orientation sessions to students in all clerkship rotations.
4. Assists in designing, preparing and maintaining the electronic folders for the clerkship on blackboard.
5. Prepares all final clerkship evaluations for DMSE grade assignment. Disseminates final grades to the Office of Student Affairs. Develops and maintains Honors and Remediation tracking and submission of student final evaluations spreadsheets.
6. Advises students regarding clerkship requirements, guidelines, department policies, absence and vacation scheduling, required assignments and scheduling issues throughout the 6-week clerkship. Problem solves daily issues.
7. Reviews student files at midterm and end of the clerkship to determine if all assignments have been completed and reviewed. Prepared testing materials for week 6 and enters grades into electronic grading matrix. Communicate with the students when assignments or documents are delinquent or incomplete. Verify that all faculty evaluations have been completed and returned so that the SET can assign final grades.

8. Assists in the planning, maintenance, and administration of final clerkship examinations including training and evaluation of Standardized Patient cases. Assures that examinations are forwarded to the NBME. Monitors yearly orders to the NBME for board shelf exams. Monitors all student remediation plans with final approval of the DMSE
9. Establishes and maintains a formal electronic record for every clerkship student.
10. Serves as liaison for the Family Medicine Clerkship medical students and SIU off-site facilities where students may be assigned. This includes orientation information, housing, scheduling and final student evaluations. Problem solves issues that arise for offsite students. Assists SET with making site visits and establishing all necessary paperwork, documentation, and arrangements for new Critical Access Hospital precepting program.
11. Monitors the Clerkship website and student computers. Conveys changes and ensures that information is current.
12. Compiles data for the SET necessary for completion of any program related projects. Assists in clerkship research projects.
13. Development of listserv for preceptor/site network.
14. Attendance as proxy for Y3 Curriculum Committee.
15. Assist SET with grading of non-clinical decision making components

10% Elective Support

1. Plans, organizes and coordinates the Department of Family & Community Medicine Elective Program with problem solving and decision making capability under the direction of the SET.
2. Attendance as proxy for Year 4 Curriculum Committee.
3. Assists in designing, preparing and maintaining the required elective documentation.
4. Maintenance of the elective sign up schedule/calendar for the electives including Preceptor Availability System Calendar.
5. Plans, organizes, and conducts orientation sessions to students in electives.

5% Second year students Mentor/Clinical Experience Support

1. Attendance as proxy for Year 2 Curriculum Committee
2. Coordination and scheduling of MS 2 with Family & Community Medicine assigned mentors and clinical experiences

10% Population Health and Prevention (PHP) Longitudinal Curriculum Support

1. Assists (PHP) team with coordinating components of curriculum with Y1, Y2, Y3, and Y4 unit directors
2. Assists with development of Self Assessment Questions and Multiple Choice Questions items and database management
3. Assist with management of documentation and resources for sessions

10% FMIG/INFO/Community Outreach Support

1. Assists SET team with organizing, holding, and attending interest group meetings
2. Assists in identifying and organizing speakers, notifying students of meetings and coordinating such activities with student group leaders
3. Assist with coordinating outreach activities with community agencies and medical student leaders
4. Assists with grant development
5. Maintains database of activities
6. Assist with management of documentation and resources for sessions
7. Provide newsletter and website content and management assistance

5% Administrative/Other

1. Provides coverage for other support staff as needed.
2. Participates in answering department business telephone line as needed. This requires significant responsibility to determine the importance of each call and determining to whom a call should most appropriately be sent, particularly in cases of emergency.
3. Sorts departmental mail on a rotational basis with other support staff.
4. Assist, along with other support staff, in the operation of the video conference equipment, VCR/DVD and LCD projector.
5. Completes other duties as assigned.

Knowledge Required for the Job

The occupant of this position must possess the ability to:

1. possess knowledge of accreditation, policies and procedures related to Medical Student Education Programs
2. make independent judgments and decisions regarding the Medical Student Education Activities
3. maintain a positive attitude and remain composed as well as have a cooperative attitude toward students, faculty, residents, and co-workers
4. be conscientious and take initiative in regard to certain aspects of the Medical Student Education Programs
5. function and perform daily work independently, perform duties and tasks assigned and follow through to completion, coordinate and maintain up-to-date records
6. have computer skills including Microsoft Word, Power Point, Excel, Access
7. have flexible scheduling and ability to attend after hour sessions/activities

Responsibility

A. Supervisory Controls

The occupant of this position has no direct supervisory responsibility. The occupant is expected to assume immediate responsibility for all details of the job description upon acceptance of the position. In addition, this person is expected to exercise continuous initiative in defining the job description responsibility details. Beyond the written description of the position, work assignments and instructions are provided by the individuals for whom the occupant of this position is working, as well as other project priorities and deadlines. It is fully expected of the employee, however, to initiate contacts with other department members whenever necessary and appropriate to further define and clarify the functions of the job.

The members of the Department for which this person works expect a great deal of leadership, initiative and problem-solving capabilities in performing this job. Some guidelines will be available regarding those functions which generally involve the overall business of the Department and the School of Medicine. The occupant of this position exercises professional skills in the performance of all aspects of the job.

B. Guidelines

The occupant of this position, prior to accepting this job, should fully understand the SIU School of Medicine Statement of Confidentiality and be familiar with rules and regulations relating to disclosure of information mandated by the Illinois DMHDD Confidentiality Act. Divulging of any confidential information regarding patients will be grounds for immediate dismissal and possible criminal charges.

Difficulty

A. Complexity

This position is responsible for the coordination of office support functions and student education scheduling, examinations, evaluations, orientations, record keeping and inpatient schedules. It requires independent problem-solving, statistical accuracy, initiative, consistency, and the ability to organize complex schedules. The incumbent must be discreet as this individual will be exposed to student evaluations, exam scores, and the final clerkship results (honors, satisfactory performance, or remediation) as well as other sensitive material. A high degree of good judgment, initiative and consistency is maintained in order to successfully perform job functions amidst a vast variety of potential distractions. The occupant has exceptional clerical and people skills necessary to function in this position.

B. Scope and Effect

This position influences the quality of the student's learning experience and is responsible for the effective workflow within the undergraduate education office in the Department of Family and Community Medicine.

Working Conditions

This job is performed in a regular office setting within the Core Office of the Department of Family & Community Medicine. This position requires attendance of meetings that normally take place on SIU School of Medicine campus but may involve some travel.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Medical Education Program Specialist
 Position No. (if applicable): _____ Department: Family and Community Medicine CORE-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Kneeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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"/>

I have read, understood, and am capable of meeting the physical and environmental requirements of this position.