

SIU School of Medicine  
 Department of Pediatrics  
**POSITION DESCRIPTION**

For the period July 1, 2008 through June 30, 2009



**NAME:**  
**RANK:** Assistant Professor/Associate Professor/Professor  
**TITLE:** Chief, Division of Nephrology  
**DEPARTMENT:** Pediatrics

### GENERAL DUTIES

The Chief of the Division of Pediatric Nephrology is an administrative and managerial position with direct responsibilities to the Chair of the Department of Pediatrics. The incumbent will be responsible for active participation in the development and delivery of instructional activities to students, residents, and allied health professionals and for service and research functions related to specialty interest and expertise. The incumbent may provide educational and/or administrative services to hospital programs as delineated in School of Medicine contractual arrangements.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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|------------|---|------------|
| <b>I.</b>  | <b>Administrative</b>   | <b>10%</b> |
|            | <p>A. Provide administrative support and develop programs for the Division of Nephrology and assist with budget planning for the Division.</p> <p>B. Assist in the assessment of manpower and education needs in the area of Pediatric Nephrology in central and southern Illinois, and develop educational programs to meet these needs.</p>   |            |
| <b>II.</b> | <b>Teaching</b>   | <b>25%</b> |
|            | <p>A. Review, update and implement specific graduate and undergraduate curricula in Pediatric Nephrology.</p> <p>B. Coordinate and direct the Residency Program in Pediatric Nephrology.</p> <p>C. Develop and implement specific continuing education programs pertaining to Pediatric Nephrology, within the clinical faculty, the area-wide physicians and the medical students.</p> |            |

**III. Research**

**10%**

- A. Be responsible for the type and quality of research and Quality Initiatives within the Division.
- B. Participate in the design of the Electronic Health Records system pertaining to divisional needs.
- C. Provide a role model as an investigator.

**IV. Service**

**55%**

- A. Maintain a clinical Pediatric Nephrology practice in order to maintain clinical proficiency.
  - B. Provide a role model as a practitioner for faculty, house staff and students.
  - C. Provide peer review for assessing the clinical practice of the faculty within the Department.
  - D. Assist with departmental recruitment and foster faculty development.
  - E. Represent the Department of Pediatrics on committees as requested by the Chair of the Department of Pediatrics.
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