

Employee ID #  
Position # SMS.FA.



Department of Family and Community Medicine  
**POSITION DESCRIPTION**  
for the period of April 7, 2008 through June 30, 2008

**NAME:** Vacant, M.D.  
**RANK:** Assistant Professor of Clinical Family and Community Medicine  
**TITLE:** Assistant Director, Decatur Residency Program  
**TRACK:** Alternate  
**DEPARTMENT:** Family and Community Medicine  
**DIVISION:** Decatur Residency Program

**GENERAL DUTIES:** This position reports to the Associate Chairman of the Department of Family and Community Medicine and Director of the Decatur Family Practice Residency Program, and is responsible for teaching, research and service activities as they relate to the Decatur Family Practice Residency program.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- I. **ADMINISTRATION (25%)**  
This position reports to the Associate Chairman of the Department of Family and Community Medicine and Director of the Decatur Family Practice Residency Program, and is responsible for teaching, administrative duties delegated by the Director, research and service activities as they relate to the Decatur Family Practice Residency program.
- II. **TEACHING (30%)**
  - A. Supervise resident physicians in the care of hospitalized patients.
  - B. Participates in education conferences, seminars, and lectures for resident physicians and medical students.
  - C. Supervises, observes and evaluates resident physicians and PA students in the Family Practice Center.

**III. RESEARCH (5%)**

Devise and carry out research projects of their own design with assistance from other faculty members. This individual will also assist students and residents in the development of research projects and will help supervise their activities.

**IV. SERVICE (40%)**

- A. Provide direct patient care to own patient panel.
- B. Participate in the Family Practice Faculty call schedule.
- C. Serve on school-wide, departmental and community committees as requested.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

- A. See attached Physical and Environmental Requirements form.

**MINIMUM QUALIFICATIONS**

- A. Board Certified or Board Eligible Family Physician
- B. Graduate of an Accredited Family Medicine Residency
- C. Illinois Licensure or eligibility required

**DESIRABLE QUALIFICATIONS**

- A. Trained and with experience in providing maternity care.