



**Department of Family and Community Medicine**  
**POSITION DESCRIPTION**  
**For the period of July 6, 2009 through June 30, 2010**

**NAME:** Vacant D.O.

**RANK:** Assistant Professor of Family and Community Medicine

**TITLE:** Assistant Director, Decatur Residency Program  
Director, Osteopathic Medical Education  
Director, Osteopathic Family Medicine Program  
Director, Osteopathic Student Medical Education

**TRACK:** Alternate

**DEPARTMENT:** Family and Community Medicine

**DIVISION:** Decatur Residency Program

**POSITION PURPOSE:**

This position is responsible for teaching, research and service activities as they relate to the Decatur Family Medicine Residency program. In addition, this position will serve as the Director for Osteopathic Student Medical Education and Osteopathic Residency Medical Education within in the Decatur program.

**FUNCTIONAL RELATIONSHIPS:** This position reports to the Associate Chairman of the Department of Family and Community Medicine and Director of the Decatur Family Medicine Residency Program

**DUTIES AND RESPONSIBILITIES:**

**I. ADMINISTRATION (35%)**

This position reports to the Associate Chairman of the Department of Family and Community Medicine and Director of the Decatur Family Medicine Residency Program, and is responsible for administrative duties delegated by the Director as they relate to the Decatur Family Medicine Residency program and the St. Mary's Hospital / A.T. Still University Kirksville College of Medicine (ATSU/KCOM) program.

A. Serve as Director of Osteopathic Medical Education and function as the point of contact for the American Osteopathic Association, Division of

Postdoctoral Training and ATSU/KCOM Osteopathic Postdoctoral Training Institution.

- B. Serve as Director of the Osteopathic Family Medicine program and function as the point of contact for the American College of Osteopathic Family Physicians.
- C. Organize, supervise and coordinate Osteopathic medical education activities.
- D. Meet with each osteopathic resident at least quarterly to review progress and attainment of educational objectives.
- E. Ensure the implementation of the Institutional Core Competency Plan.
- F. Serve as Director of Student Medical Education (DSME) for ATSU/KCOM students at St. Mary's Hospital in Decatur, Illinois which includes: overseeing and ensuring the educational process for all ATSU/KCOM students on site as directed, meeting with ATSU/KCOM students monthly to ensure attainment of educational objectives and continued quality assurance, moderating or assisting with student related issues, attending meetings as required by ATSU/KCOM, and fulfilling other duties as listed in the ATSU/KCOM job description.

**II. TEACHING (30%)**

- A. Supervise resident physicians in the care of hospitalized patients.
- B. Participate in education conferences, seminars, and lectures for resident physicians and medical students.
- C. Supervise, observe and evaluate resident physicians, medical and D.O. students, and PA students in the Family Medicine Clinic.
- D. Provide the Osteopathic teaching component of the D.O. residency program and D.O. student program.

**III. RESEARCH (5%)**

Devise and carry out research projects of 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 (30%)**

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

**REQUIRED QUALIFICATIONS:** This position must be Board Certified by the AOBFP, a graduate of an Accredited ACGME or AOA Family Medicine Residency Program, and possess or be eligible to possess a full and unrestricted Illinois license. Three years of clinical practice and/or academic experience preferred.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:**

This position will participate in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine. See attached Physical and Environmental Requirements form.

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Vacant D.O.  
Assistant Professor of  
Family & Community Medicine

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Date

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John G. Bradley, M.D., MMM  
Associate Chairman & Director  
Decatur Family Medicine Residency

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Date

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Jerry E. Kruse, M.D., MSPH  
Professor and Chair  
Department of Family & Community Medicine

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Date