

**SIU School of Medicine**  
**POSITION DESCRIPTION**

December 1, 2018 – November 30, 2019

**NAME:**

**RANK:** Postdoctoral Fellow                      **FLSA:** Exempt

**Department/Division**                      Population Science and Policy

The Department of Population Science and Policy (PSP) at Southern Illinois University School of Medicine (SIU SOM) is broadly defined as a research and policy academic department dedicated to improving the health outcomes of the residents of central and southern Illinois. The Department seeks to understand the region SIU SOM serves, designs and studies optimal approaches to the prevention and treatment of disease, models and disseminates these interventions, and educates future health care providers on the importance of population health to the patients they serve.

The Department focuses on four major themes: 1) data acquisition and analysis to identify disease risk, 2) clinical and community focused population health strategies that reduce health disparities, 3) systems based policy formation that provides sustainable solutions, and 4) the population health education of current and future health care professionals.

The Department uses its research, scholarship, and innovation to design, implement, study, and model solutions to our region's health challenges. Our research guides policy, and our distinguished faculty advise hospital and clinical systems, government, educators, and industry on the best means to improve population health. The Department connects faculty from SIU School of Medicine to affiliated institutions, agencies, and philanthropy who are interested in population sciences research and policy formation. The Department seeks and promotes collaborations with various sectors of society to bridge knowledge gaps, share methodological expertise, and stimulate translational science.

The Department's ultimate goal is providing opportunities for healthier, happier, and more successful lives for the residents of central and southern Illinois.

**POSITION FUNCTION**

The primary function of this position is to serve as a research program liaison and coordinator for the Department of Population Science and Policy. This individual will be responsible for coordinating and facilitating varied population science research projects under the direction of the Chief, Epidemiology and Biostatistics Division of PSP. This position will also assist with analysis and interpretation of research findings; organize and prepare data for research grant proposals, presentations and publications; assist with clinical research protocol development; and assist with manuscript development, writing and submission. This position requires a strong understanding of the scientific research process and the regulatory policies and guidelines that govern human subject research.

**ORGANIZATIONAL RELATIONSHIPS**

It is anticipated that the employee will require minimal direct supervision. The employee may receive written or oral directives from the Chair or the Chief, Epidemiology and Biostatistics Division of PSP. The Chief, Epidemiology and Biostatistics Division of PSP will review performance on a regular basis.

**CHARACTERISTIC 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.

Demonstrates, by actions, 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.

**Duties and Responsibilities**

**Time Commitment**

I. Administration

40%

- Serves as the principal research liaison between PSP and various participating Departments' population science research.
- Assists with research administrative and regulatory activities as assigned.
- Keeps PSP and participating Departments informed of all relevant research information and manages questions or problems requiring attention.
- Ensures compliance with SIU SOM, SIU Healthcare, SCRIHS, LACUC and affiliate hospitals policies and procedures and the Standard Operating Procedures of PSP.
- Participates in PSP staff and specific research project team meetings as appropriate.
- May supervise researchers/technicians participating in these activities, as necessary.

II. Research

50%

- Promote and participate in a research agenda dedicated to improving the health outcomes of residents of central and southern Illinois.
- Assist with analysis and interpretation of research findings and organizes and prepares data for research grant proposals, presentations and publications.
- Assists with manuscript development, writing and submission.
- Assists with research protocol development.
- Participates and coordinates clinical research activities for approved protocols.
- Ensures protocols are submitted to appropriate review committees, such as SCRIHS and LACUC as appropriate.
- May obtain informed consent from subjects and/or their legal representative for enrollment into research studies.
- Assembles and organizes all test results and data in accordance with protocol requirements and may perform basic statistical analyses when needed.
- Conduct data collection for retrospective and prospective research studies and develop pertinent reports from the data gathered from various sources.
- Record and file hard-copy data from studies and maintain appropriate, up-to-date summaries for reference and review.
- Perform protocol specific procedures (i.e. preparing laboratory specimens, shipping biologic and/or hazardous materials, electrophysiological measures, histologies).
- Conduct literature reviews from various sources relative to specific research studies. Investigate scientific literature for appropriate references; prepare reports and graphical presentations with assistance from supervisor.
- Gather information for database through hospital records; SIU medical records; physician notes and records.

III. Teaching

5%

- Instructs other personnel (i.e., faculty researchers, technicians, residents, medical students, nurses) in protocol requirements and/or research methods as needed.

IV. Service

5%

- Educates patients and their families about participating in clinical research activities.
- Represents PSP on various school/hospital-based committees and work groups, as assigned.

**MINIMUM QUALIFICATIONS**

1. Ph.D. or other doctoral degree from an accredited university.
2. Sensitive to the needs of underrepresented minority populations.

**WORKING CONDITIONS/PHYSICAL DEMANDS**

See attached Physical and Environmental Requirements form.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

Participates in meetings, trainings and other environmental, health and safety activities required by SIU School of Medicine.

**AUTHORITY AND RESPONSIBILITY**

This position does not have authority for personnel hiring, termination or salary determinations, or disciplinary actions; and has no inherent budget authority. The individual will need to seek fiscal officer approval as needed for purchases, travel, etc. This individual will work independently with a high degree of skill to perform position.

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Date

Postdoctoral Fellow  
Population Science and Policy

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Date

Wiley Jenkins, PhD, MPH, FACE  
Chief, Epidemiology and Biostatistics  
Department of Population Science and Policy

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Date

Sameer Vohra, MD, JD, MA, FAAP  
Chair, Department of Population Science and Policy  
Assistant Professor of Pediatrics, Medical Humanities, and Law

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Postdoctoral Fellow**

Position No. (If applicable): \_\_\_\_\_ Department: **Population Science and Policy-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 <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	10 - 20 lbs.				<input type="radio"/>
Carrying	10 - 20 lbs.				<input type="radio"/>
Lifting	10 - 20 lbs.				<input type="radio"/>
Other (Please list):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor Name: **Wiley Jenkins, PhD**

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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