ILLINOIS COLLEGE OF OPTOMETRY

Job Description

PART-TIME FACULTY POSITION

Salary commensurate with experience

REPORTING RELATIONSHIP: Vice President and Dean for Academic Affairs

ESSENTIAL JOB FUNCTIONS:

Clinical/Didactic Education
• Precepts and monitors assigned student clinicians
• Completes student clinician evaluations in a timely manner
• Participates in quarterly student midterm and final evaluations
• Meets with students making unsatisfactory clinical progress and assists Service Chief in developing a strategy for remediation
• Participates in student remediation
• Meets with any student requesting a conference, and maintains written documentation of any discussions

Patient Care
• Participates in regularly scheduled patient care activities
• Delivers appropriate patient care and management according to clinical privileges granted by the Professional Standards Board
• Completes documentation and correspondence related to patient medical record in a timely manner
• Ensures accuracy of individual patient diagnostic and procedure codes on IEI billing
• Participates in direct examination of patients
• Reports any unresolved patient complaints first to Service Chief, then Chief of Staff

Scholarly Activity
• Engages in activities to develop expertise as a clinical preceptor
• Engages in activities to develop expertise in patient care
• Attends continuing education to maintain standard of care and clinical privileges

Service Administration
• Meets with Service Chief(s) on a regularly scheduled basis to review and receive changes to IEI policies, patient care issues, and student relations
• Attends periodically scheduled Service meetings
• Assures proper use of IEI equipment and facilities and arranges for maintenance as needed
• Participates in medical record review when requested
• Obtains appropriate coverage for activities, notifies appropriate Service Chief of time-off requests

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
• Doctor of Optometry licensed to practice in Illinois
• Optometric Residency preferred
• Successful credentialing through IEI Professional Standards Board
• Effective patient care skills
• Effective communication skills
• Attendance must be in accordance with College Policy and the IEI operating calendar
• Ability to meet deadlines regardless of circumstances or pressures
The Illinois College of Optometry and the Illinois Eye Institute has no contract or implied contract with its employees concerning the terms and conditions of employment. The Illinois College of Optometry and the Illinois Eye Institute and its employees each have the right to terminate the employment relationship at any time, with or without notice and no officer or employee of Illinois College of Optometry or Illinois Eye Institute has the authority to alter or amend this expressed policy except the President, who is authorized to alter or amend this expressed policy only in writing. Termination issues regarding faculty are governed by the Faculty Handbook.

Please submit a letter of intent referencing this position along with your curriculum vitae to:

Email: HumanResources_SF@ico.edu

No phone calls, please.

We are an EEO Employer.