ILLINOIS COLLEGE OF OPTOMETRY

Position Description

Staff Optometrist-IEI at Princeton; Chicago Public Schools Clinic

REPORTING RELATIONSHIP: Medical Director, IEI at Princeton CPS

ESSENTIAL JOB FUNCTIONS:
• Provides eye services to patients of the Illinois Eye Institute at IEI and the Chicago Public School Clinic at 5125 S. Princeton, Chicago IL.
• Adheres to the policies and procedures of the Illinois Eye Institute and Illinois College of Optometry
• Adheres to the policies and procedures as required by the Chicago Public School Clinic

Clinical Education:
• Precepts and monitors assigned student clinicians
• Completes student clinician evaluations in a timely manner
• Participates in quarterly student midterm and final evaluations

Patient Care
• Participate 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
• Reports any unresolved patient complaints first to Service Chief, then Chief of Staff
• Participates in medical record review when requested
• A significant portion of time off and vacation will be dictated by the CPS and ICO student schedules. All vacation time will be coordinated with these schedules through the Medical Director.

MARGINAL FUNCTIONS:
• Other job related duties as assigned by the Medical Director and the Vice President for Compliance & Community-Based Services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
• Doctor of Optometry licensed to practice in Illinois
• Optometric Residency highly preferred (focus in Pediatrics)
• Successful credentialing through IEI Professional Standards Board
• Successful credentialing through the external location(s) including a criminal background check
• Effective patient care skills
• Effective communication skills
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:

Illinois College of Optometry
Human Resources Coordinator
Human Resources Department
3241 South Michigan Avenue
Chicago, IL 60616

Email: humanresources_sf@ico.edu

No phone calls, please.

We are an EEO Employer.