ILLINOIS COLLEGE OF OPTOMETRY

Job Description

ILLINOIS EYE INSTITUTE
Staff Optometrist-IEI at Princeton; Chicago Public Schools Clinic
Part Time

REPORTING RELATIONSHIP: Vice President for Compliance & Community-Based Services
Medical Director, IEI at Princeton CPS

LEVEL: NON-EXEMPT (8-16 hours/week)

Session Pay: $225

Start Date: August, 2013

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: precepting and direct service
• 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 patent diagnostic and procedure codes on IEI billing
• Reports any unresolved patient complaints to the Medical Director
• Participates in medical record review when requested
• A significant portion of time off will be dictated by the CPS calendar.

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 in Pediatrics preferred
• Clinical experience beyond an Optometric Residency is preferred
• E.H.R. experience is preferred.
• Successful credentialing through IEI Professional Standards Board
• Successful credentialing through the external location(s)
• Effective patient care skills
• Effective communication skills
• Attendance must be in accordance with College Policy and the IEI and CPS calendar
• Ability to meet deadlines regardless of circumstances or pressures

NOTE: Position contingent upon continuation of ICO/IEI contractual agreements with external entities.
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/Illinois Eye Institute
Human Resources Department
3241 South Michigan Avenue
Chicago, IL 60616

Fax: 312-949-7696

Email: humanresources_sf@ico.edu

No phone calls, please.

We are an EEO Employer.