

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 0191
Grade: 20
FLSA: Exempt

Standard Job Description

Job Title
Medical Librarian

Department
Department of Medical Education/Tice Library

Job Summary

Responsible for all administrative, financial and personnel matters of the Library Division. Oversees the development of the library collection to meet the professional, educational and accreditation requirements of the hospital's medical, nursing and allied health staff.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Administers the operation of the Medical Library to meet the professional standards and needs of Cook County Health & Hospitals System (CCHHS) medical and other employees.
- Develops, maintains and provides oversight of policies and procedures for the medical library.
- Supervises and evaluates the librarian assistant and other staff.
- Prepares the library budget and monitors expenditures.
- Oversees professional and support staff involved in cataloging, indexing, issuing books/materials and keeping records of items on loan.
- Provides vision, strategic direction and leadership for the medical library.
- Selects books and publications for purchase and subscribes to pertinent periodicals.
- Provides new hire orientation to the Cook County Health & Hospitals System (CCHHS) library and other available electronic informational resources.
- Participates in hospital committees.
- Attends workshops, conferences and other educational programs to widen professional knowledge.
- Assists employees and medical staff with requests to research various topics / subject matters etc.
- Works to cultivate relationships with clinical departments to integrate educational, research and clinical needs.
- Involved in the clinical care setting through integration on patient rounds with the patient care teams in the hospital.
- Collaborates with CCHHS leadership to build information literacy curriculum for residency and fellowship programs.
- Collaborates with CCHHS academic partners to enhance access to clinical material for the CCHHS providers.
- Designs and provides instruction and information programming to hospital staff; searches medical databases, references management and evidence based medicine, etc.

Reporting Relationships

Reports to the Associate Medical Director Stroger/CORE (SC)

Minimum Qualifications

- Bachelor's Degree in Library and Information Science from an accredited college or university
- Four (4) years of supervisory experience in a hospital library
- Experience working in a medical library setting utilizing medical databases such as Medline, PubMed, Docline and Ovid

Preferred Qualifications

- Experience integrating with clinical care teams during patient care rounds
- Experience with educational technology platforms such as Adobe Captivate or Articulate
- Experience providing professional development to nurses, physicians, students, residents or fellows
- Experience in instructional design

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge in a variety of the field's concepts, practices and procedures pertaining to bibliographies
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Strong customer service skills
- Demonstrates good computer and typing skills
- Demonstrates good phone and email etiquette skills with strong response times
- Demonstrates analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval: John M. O'Brien MD 2/3/2017
John O'Brien Date
Associate Medical Director SC

Approval: _____
Gladys Lopez Date
Chief of Human Resources