

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



Job Code: 1636
Grade: K6

Standard Job Description

Job Title
Attending Physician VI

Department
Ambulatory and Community Health Network
(ACHN)

Job Summary

Ambulatory and Community Health Network (ACHN) Attending Physician 6 have community health as their primary care setting. The incumbent is knowledgeable and concerned about the health of the populations served by their health center. Committed to providing holistic health services to the communities they serve, as members of an interdisciplinary healthcare team.

Typical Duties

- Conducts eight (8) to nine (9) direct patient care sessions per week, as assigned by ACHN clinical leadership
- Functions as a member of the healthcare team in the health center, working collaboratively with mid-level providers, as assigned
- Participates in staff and other related meetings, complete all clinical administrative duties in a timely fashion, and participate in quality improvement and quality assurance activities of the health center, as assigned
- Participates in staff and other related meetings, complete all clinical administrative duties in a timely fashion, and participates in quality improvement and quality assurance activities of the health center, as assigned
- Cares for hospitalized patients as assigned by medical leadership, as needed
- Serves on Cook County Health & Hospitals System (CCHHS) and ACHN committees, and participates in community activities as assigned by medical leadership
- Participates in teaching activities for medical students, house-staff, and other health professionals
- Participates in community-based research projects
- Maintains CME and participates in other professional activities
- Works varying hours as determined by changing clinic, and CCHHS needs

Reporting Relationships

Reports to the health center leadership (lead physician and administrator)

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) degree or foreign medical school equivalent.
- Illinois physician and surgeon license or eligibility to obtain license two (2) weeks prior to hire date
- Illinois and Federal controlled substance license or eligibility to obtain license two (2) weeks prior to hire date
- Board eligibility or certification in primary care specialty (Internal Medicine, Family Medicine, Pediatrics). Must achieve board certification within two (2) years of hire.
- English language proficient; certain clinic locations may specify bilingual proficiency (English/Spanish, English/Chinese, English/Polish, etc.)
- Completion of a residency program in primary care (Internal Medicine, Family Medicine, Pediatrics)

Preferred Qualifications

- One (1) or more years of prior experience in primary care practice, preferred
- One (1) or more years of experience providing medical care to underserved populations, preferred
- One (1) or more years of experience with electronic medical record documentation, preferred

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrated attitudes, knowledge, and skills necessary to work respectfully and effectively with patients and staff in a culturally diverse work environment
- Knowledge of quality assurance principles and guidelines
- Working knowledge of Microsoft Office Suite, including Word and Excel
- Strong interpersonal and empathy skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision in decision making
- Knowledge of ACGME requirements; ability to precept residents and teach health care professional students
- Knowledge of collaborative/supervisory agreement requirements for advanced practice providers
- Ability to work varying hours as determined by changing clinic, and CCHHS needs
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to train by presenting concepts and demonstrating tasks
- Ability to see and hear clearly (including with correction)
- Demonstrate superb hand washing and sanitizing practices
- Demonstrate the ability to follow department specific engineering, work practice controls and work area safety precautions
- Must follow CCHHS protocol when exposed to noise, chemicals, disease, blood borne pathogens, patient violence and procedural injuries
- Knowledge of and ability to comply with clinical documentation requirements
- Knowledge of and ability to comply with accreditation and regulatory agency requirements

Physical and Environmental Demands

Individual must be capable of travel to ACHN, CCHHS affiliates and community partner sites. Individual is responsible for own transportation between sites during the work day as needed, which typically requires un-reimbursed use of own car.

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. This position is functioning within a healthcare environment. This position requires the ability to bend, lift, and push moderately heavy objects. Additionally this position is required to stand, stoop, bend, and reach for extended periods.

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: Thomas J. Gavagan, MD 11-17-15
Thomas Gavagan, MD, MPH Date
Associate Medical Director Primary Care/PCMH

Approval: _____
Claudia Fegan, MD Date
Executive Medical Director, CCHHS

Approval: _____
Gladys Lopez Date
Chief of Human Resources