

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



Job Code: 1636
Grade: K06
FLSA: Exempt

Standard Job Description

Job Title
Attending Physician VI (Primary Care)

Department
General Internal Medicine

Job Summary

The Attending Primary Care provides general medical ambulatory and inpatient care to adults, educates medical trainees including medical students, residents and fellows, and participates in the quality improvement and program development activities of the Division of General Internal Medicine.

Typical Duties

- Provides general medical ambulatory and inpatient care to adults
- Educates medical trainees including medical students, residents, and fellows
- Participates in quality improvement and quality assurance activities
- Follows the direction of the head of each clinical area or service of work; participates in clinical activities
- Must be able to work varied hours including nights, weekends, and holidays
- Must be able to travel to worksites throughout Cook County Health & Hospitals System (CCHHS)

Clinical Responsibilities

Completes all clinical administrative duties which accounts for 80-90% of workflow

- Provides seven (7) half-day sessions of direct outpatient care
- Provides one (1) half-day session of supervising of residents in outpatient continuity clinic
- Attends up to eight (8) weeks per year in the inpatient setting

Educational and Administrative Responsibilities

Completes all educational and administrative duties which accounts for 10-20% of workflow

- Teaches and supervises medical students, residents, and fellows in structured academic activities as assigned
- Takes assignment to a Section in the Division and contributes to the work of the Section

Reporting Relationships

Reports to Chair of General Internal Medicine

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university.
- Three (3) years of experience as resident physician in Internal Medicine or will complete residency training in Internal Medicine prior to start of employment
- Licensed as a physician in the State of Illinois or eligibility to obtain license prior to starting employment.
- Illinois and Federal controlled substance license or eligibility to obtain license prior to starting employment

Minimum Qualifications continued

- Board eligibility or certification in Internal Medicine or eligibility to obtain prior to starting employment

Preferred Qualifications

- Record of scholarly achievement

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Microsoft Office (Word, Excel, PowerPoint)
- 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 and empathy skills
- Ability to work in an interdisciplinary team
- Must be able to work varied hours including nights, weekends, and holidays
- Must be able to travel to worksites throughout Cook County Health & Hospitals System (CCHHS)

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: SHARON IRONS, MD / SUSA MATTHEW 2/25/2016
 [Legibly Print Name & Title of Person Approving the JD] Date

Approval: Sharon Irons / [Signature] 2/25/2016
 [Signature of Person Approving the JD] Date

Approval: _____
 Gladys Lopez Date
 Chief of Human Resources