

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



Job Code: 1637
Grade: K7
FLSA: Exempt

Standard Job Description

Job Title
Attending Physician VII
(Hospitalist)

Department
Family and Community Medicine

Job Summary

The Attending Physician VII-Hospitalist will primarily focus on helping to organize, manage, and supervise trainees on the Family Medicine Hospital Inpatient Service (FMIS) team. Sharing responsibilities for all aspects of care including Quality Assurance, Patient Safety and Satisfaction, Utilization Management, Performance Improvement, and Transition of Care. Duties include managing the faculty-residents teams, collaboration with specialists, supervision of and active participation in the education of residents, medical students, and staff, leadership and oversight for quality and performance improvement. Actively participates in Cook County Health & Hospitals System (CCHHS) and Departmental approved projects and/or committees adhering to all federal, local, and department rules and regulations.

Typical Duties

- Provides oversight assistance for Family Medicine faculty-resident teams.
- Leads responsibility for resident-faculty morning reports and sign out.
- Assists in providing oversight for care coordination rounds, and multidisciplinary conferences and discharge planning, consultations and collaboration with specialist; supervision of and active participation in the education of residents, medical students and staff, leadership and oversight for quality and performance improvement.
- Rotates as a Faculty Attending for an FMIS team on a one or two week block basis.
- Provides leadership, oversight, and mentoring for faculty.

Reporting Relationships

Reports to Chair of Family and Community Medicine

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Licensed physician in the State of Illinois or be eligible to obtain before beginning employment
- Board certified in Family Medicine and in good standing with maintenance of certification
- Demonstrated experience in Adult Inpatient Medicine
- Valid Illinois Controlled Substances License or have the ability to obtain license prior to starting employment
- Valid licensure with the Federal Drug Enforcement Administration or have the ability to obtain license prior to starting employment
- Certified in Advance Life Support Certification (ACLS)

Preferred Qualifications

- Three (3) years of experience with electronic medical record documentation
- One (1) year of experience providing medical care to underserved populations

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrated knowledge of examination methodologies and diagnostics.
- Demonstrated knowledge of the principles and methods of training medical staff to ensure standard of care
- Demonstrated knowledge of management of challenges faced by the complex medical problems
- Demonstrated knowledge of infectious diseases, their symptoms and epidemiology
- Demonstrated knowledge of common medication, side effects and contraindications
- Demonstrated knowledge of legal medical guidelines and medicine best practices
- Demonstrated attitudes, knowledge and skills necessary to work respectfully and effectively with patients and staff in a culturally diverse work environment
- Demonstrate analytical and organizational , problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision in decision making
- Experience in effectively teaching inpatient medicine.
- Ability to utilize interpreter services appropriately
- Ability to meet department and divisional productivity thresholds
- Knowledge of and ability to comply with accreditation and regulatory agency requirements
- Ability to meet appropriate confidentiality standards for protected health information (PHI)
- Ability to work effectively in teams across disciplines.
- Eligible for Academic Faculty Appointment at CCHHS affiliated medical schools.
- Experience with computers, software and Electronic Health Records (EHR) systems.
- Experience with quality improvement evaluations and data analysis.

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:  _____ 8/08/2016
Mark Loafman _____
Chair of the Department of Family & Community Medicine Date

Approval: _____
Gladys Lopez _____
Chief of Human Resources Date