

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



Job Code: 1639
Grade: K09
FLSA: Exempt

Standard Job Description

Job Title
Attending Physician IX

Department
Emergency Medicine

Job Summary

The Attending Physician IX provides care to patients who are seen in the Emergency Department following current standards of contemporary knowledge and professional ethics. Complies with departmental and hospital policies and procedures and with the by-laws of the medical staff at Provident Hospital as part of Cook County Health & Hospitals System (CCHHS).

Typical Duties

- Provides initial clinical assessment of all patients in the Emergency Department including primary and secondary survey and care planning.
- Evaluates patients in an efficient manner to ensure the overall quality of patient care in the Emergency Department.
- Coordinates and implements care plans: ordering and interpretation of appropriate diagnostic tests; resuscitation of the critically ill patients (restoration of airway, breathing, oxygenation, ventilation and reasonable vital signs to the critically ill patients); prescribing medications and therapeutic treatments; requesting specialty consultations; and finally stabilization of the patient (restoration of biologic homeostasis to the patient).
- Retrieves laboratory and X-ray studies in a timely fashion and makes decisions to discharge or admit patients as rapidly as possible, while ensuring quality is maintained.
- Conducts patient evaluations including repeat examination, patient observation, additional laboratory work and/or specific diagnostic procedures as indicated by patients' clinical status.
- Provides meticulous and legible medical record documentation.
- Educates the patient and/or family with respect to the nature of the patient's illness or complaint and provides instructions including written discharge instructions with respect to continued required care, medication use, and outpatient follow-up.
- Communicates with the receiving on-call admitting physician and provides adequate and necessary information pertaining to the patient's admitted to the hospital for treatment.
- Arranges patient transfers to another institution, more capable of providing the required level of definitive care (if necessary) in a timely manner.
- Follows and enforces existing policies and protocols with consistency, quality of patient care and efficiency in flow of patients through the Department.
- Serves as a role model, at all times, both for the appropriate manner of providing patient care, contact with the family and contact with ancillary personnel including Nursing staff and staff from other services.
- Provides leadership in the Department while on duty and resolves administrative issues according to policies and procedures, which are established.
- Attends and participates in department meeting.
- Performs other duties as assigned.

Reporting Relationships

Reports to the Medical Department Chair Emergency Medicine

Minimum Qualifications

- M.D. or D.O. from an accredited medical college or university
- Successful completion of an accredited residency in Emergency Medicine by the start of employment
- Current certification with the American Board of Emergency Medicine (ABEM) or American Osteopathic Board of Emergency Medicine (AOBEM) of the American Osteopathic Association (AOA) is required
- Must be licensed as a physician in the State of Illinois
- Valid Illinois Controlled Substance License or ability to obtain License by start of employment
- Valid licensure with the Federal Drug Enforcement Administration (DEA) or eligible to obtain licensure by start of employment
- Must meet the eligibility requirements by CMS to bill Medicaid

Knowledge, Skills, Abilities and Other Characteristics

- Excellent administrative skills
- 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
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolutions skills
- Strong attention to detail, accuracy and precision
- Demonstrates ability to function effectively as a member of an interdisciplinary care team
- Demonstrates attention to efficiency and flow of patients through the Emergency Department
- Ability to learn and become proficient in electronic documentation and complete electronic charts efficiently
- Ability to work flexible hours including weekends, evenings and holidays as needed
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Adheres to all department, local and federal rules and regulations
- Ability to work and make sound judgments in a stressful and fast paced environment
- 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)
- Ability to meet appropriate confidentiality standards for protected health information (PHI)
- Must be able to travel to work sites throughout Cook County

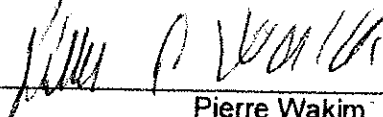
Physical and Environmental Demands

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:



Pierre Wakim, MD
Medical Department Chair Emergency Medicine

7-25-16

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date