

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

COOK COUNTY HEALTH  
& HOSPITALS SYSTEM  
**CCHHS**

Job Code: 1815  
Grade: ZZ  
FLSA: Exempt

Standard Job Description

Job Title  
Consultant Physician  
(Neurology)

Department  
Neurology

Job Summary

The Consultant Physician in Neurology is a physician, licensed to practice in Illinois, who has successfully completed an accredited residency in Neurology, and who is board-certified or board-eligible. The physician possesses the knowledge and judgment to provide neurologic care to the patients of Cook County Health and Hospitals System in both an inpatient and outpatient capacity. The physician participates in the educational and quality improvement initiatives of the Division of Neurology.

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

Typical Duties

The physician is responsible for the medical care of patients with neurologic disease. In the hospital, the physician will admit, work-up, diagnose, and manage patients with neurologic disease and provide neurologic consultation for other providers. In the outpatient clinic, the physician will work up, diagnose, and manage patients with neurologic disease and provide consultation services for other providers. The physician will take call and be available to provide neurologic care in a manner consistent with the highest standards of neurologic care and Division of Neurology practice.

- Charts patient care in a complete, accurate, and professional manner
- Completes patient encounter notes in a timely manner
- Completes all requested pharmacy, insurance, disability and other forms associated with the medical care of patients
- Responds to patient phone calls and other communications
- Complete evaluations of resident and students in a timely manner
- Maintains constructive, positive relationships with physicians, nurses and other hospital staff
- Attends designated Division of Neurology and Department of Medicine meetings
- Cooperates with Division initiative related to education and quality improvement
- Participates in Division Ongoing Professional Performance Evaluations
- Serves on hospital committees as requested
- Cooperates with investigations of patient, nurse or physician complaints regarding care

Reporting Relationships

Reports to the Chair of the Division of Neurology

Minimum Qualifications

- MD or DO from an accredited medical college or university
- Successful completion of a residency in Neurology accredited by the American College of Graduate Medical Education

---

**Minimum Qualifications continued**

- Certification in Neurology by the American Board of Psychiatry and Neurology or by the American Osteopathic Board of Neurology or if not certified but board-eligible, achievement of the certification within five (5) years of the completion of residency training
- Fellowship training in Electromyography
- Licensed as a Physician in the State of Illinois or must obtain prior to the start of employment
- Illinois and Federal Controlled Substance License or must obtain prior to the start of employment

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of the medical subspecialty of Neurology.
- Sound judgement
- Knowledge of when to seek consultation
- Ability to work with others in the care of patients, well-developed interpersonal skills
- Ability to effectively teach medical students and resident physicians
- Ability to manage a medical service of residents and students
- Ability to maintain compassionate, respectful relationships with patients
- Ability to work effectively under pressure
- Ability to communicate well both verbally and in writing
- Ability to utilize the electronic medical record
- Ability to maintain patient confidentiality
- Ability to do moderate lifting up to 45 pounds, to walk and stand for prolonged periods, to use hands, legs and fingers.
- Physical and mental coordination, normal sight and hearing, ability to tolerate exposure to unpleasant noise, odor and temperature.
- This physician is able to work in an office, clinic, and hospital environment

**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: Michael Kelly 7/05/2016  
Michael Kelly Date  
Medical Division Chair XI SC

Approval: \_\_\_\_\_  
Claudia Fegan Date  
Executive Medical Director

Approval: \_\_\_\_\_  
Gladys Lopez Date  
Chief of Human Resources