

5/16/17
2/8/17

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



Job Code: 1815
Grade: ZZ
FLSA: Exempt

Standard Job Description

Job Title
Consultant (Physician)

Department
Pediatric Surgery

Job Summary

The Consultant Physician provides clinical and surgical services to the patients of Cook County Health & Hospitals System (CCHHS) and participates in the on-call schedules as specified. Supervises Fellows, Residents, medical students, mid-level practitioners and ancillary personnel; partakes in clinical trials; conducts research; serves on administrative committees; adheres to all federal, local and department rules and regulations. Upholds the highest standards of professionalism, maintains fiduciary responsibility to CCHHS and performs other related duties assigned.

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

Typical Duties

- Provides diagnostic and treatment services to patients including benign and malignant disease
- Provides minor surgical services as needed and as time permits
- Provides inpatient and outpatient consultations while on call and rotation with other division members
- Completes medical records in a timely manner
- Works with the division to develop new programs and procedures that enhance patient care
- Participates in ongoing clinical trials and investigations offered in the division
- Participates in the education of students and residents rotating in the division
- Obtains and maintains surgical privileges and remains clinically active at Stroger Hospital as assigned
- Provides close supervision of house staff encountered in the course of duty to ensure quality of care, and to provide such assessment as directed to fulfill Accreditation Council for Graduate Medical Education (ACGME) requirements
- Participates in the education of medical students, physician assistant students, podiatry students, and nursing students
- Documents clinical activity in the clinic, ward, operating room, and emergency room
- Authenticates the History and Physical (H&P) of admission, with independent note, or by adding to the resident note in sufficient detail to demonstrate oversight
- Enters consult note of consultation or adds to the resident note in sufficient detail to demonstrate oversight
- Writes pre-operative notes specifying the pre-operative diagnosis preceding an operation, excepting emergency cases, when the note can be written immediately after
- Ensures members of the team write brief operative note prior to transfer from the OR to the next point of care
- Dictates operative notes per hospital documentation policy

Typical Duties continued

- Coordinates with other attending staff such that an Attending Progress Note is written daily. ICU documentation follows the division specific policy
- Authenticates discharge summary
- Rounds with members of the division such that the care of all inpatients and observation patients is supervised on a daily basis
- Responds promptly to all on-call queries from Residents/Fellows in situations of pressing acuity
- Communicates directly with other Attending physicians and surgeons when communication through Residents/Fellows or Mid-level providers may be unreliable
- Participates in administrative committees serving the Department and Hospital
- Assists in essential Quality Assurance (QA) activities and projects, including reporting complications and adverse outcomes to Divisional and Departmental QA committees and regularly attends mortality and morbidity conferences
- Attends Divisional and Departmental meetings on a regular basis

Reporting Relationships

Reports to Medical Department Chair, Surgery

Minimum Qualifications

- Doctor of Medicine (M.D.) or Doctor of Osteopathy Medicine (D.O.) from an accredited college or university
- Licensed as a physician in the State of Illinois
- Board certified or Board Eligible in Pediatric Surgery or must be in a pathway leading to certification within Five (5) years of terminal training
- Available to work rotating shifts, weekends, holidays, and on-call
- Must have completed a residency or fellowship in Pediatric Surgery
- Valid Illinois Controlled Substance License
- Valid licensure with the Federal Drug Enforcement Administration (DEA)

Knowledge, Skills, Abilities and Other Characteristics

- Current knowledge of the principles and methods of pediatric surgery to ensure quality and standards of care.
- Knowledge of the principles and practices of medical research to help implement clinical protocols/internal research.
- Knowledge of the principles and methods of training medical staff to ensure standards of care.
- Skill in the application of the principles and methods of pediatric surgery to ensure quality and standards of care.
- Skill to analyze data/information accurately in order to determine and implement an effective and appropriate course of action.
- Skill to prepare written documents to provide information and/or direction to staff and others.
- Skill to communicate effectively in order to exchange and/or provide information and/or direction to staff and others.
- Demonstrate the ability to follow department specific work rules, hospital and personnel rules.
- Ability to meet requirements of on call schedule if requested to participate.
- Demonstrate attention to detail, accuracy and precision in decision making.

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Knowledge, Skills, Abilities and Other Characteristics continued

- Ability to adhere to department policies and standards utilizing best practices and the appropriate use of the electronic health record (EHR).
- Ability to maintain a professional demeanor and composure when challenged.
- Ability to follow hospital protocol when exposed to noise, chemicals, disease, blood borne pathogens, patient violence and procedural injuries.
- Ability to work flexible hours including weekends, evenings and holidays as needed.
- Ability to meet departmental and divisional productivity thresholds.
- Ability to meet appropriate confidentiality standards for protected health information (PHI).
- Ability to make fast paced/accurate medical judgments.
- Ability to work well in fast paced environment.
- Ability to perform the operations and procedures necessary to function safely and efficiently as a pediatric surgery attending physician and consultant.
- 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: Richard Keen 2-2-17
 Richard Keen
 Medical Department Chair, Surgery
 Date

Approval: _____
 Gladys Lopez
 Chief of Human Resources
 Date