

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

COOK COUNTY HEALTH  
& HOSPITALS SYSTEM  
**CCHHS**

Job Code: 1829  
Grade: K  
FLSA: Exempt

**Standard Job Description**

Job Title  
Physician-Surgery

Department  
Trauma Administration

**Job Summary**

Under the direction of the Chair of the Department of Trauma and Burn Services, leads the primary assessment and resuscitation of all trauma and burn patients when on call. Assists with preparing and analyzing the operations and capital budgets. Assists in the evaluation, development and implementation of clinical pathways designed to improve patient care outcomes for Cook County Health & Hospitals System (CCHHS).

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

**Typical Duties**

- Leads the resuscitation, evaluation and acute/elective operations of all trauma and burn patients when on call and off-call as needed or as directed by the chairman
- Responsible for the management of critical care, inpatient status and follow-up trauma clinic as per the schedule or as directed by the chairman. This includes both the trauma and burn services
- Works flexible hours (with call 24-30 hours in house 2-3 times per month on average including weekends and holidays); performs any necessary surgical or critical care interventions necessary during that period. This includes both elective and emergent burn and trauma services
- Provides full coverage of the burn service as directed by the department chairman. This includes elective and emergent operations, ICU care, follow-up clinics and outreach and education/prevention activities
- Complies with the documentation policy, including timely completion of all aspects of the medical record
- Maintains documentation of efforts, decisions and changes for individual quality improvement initiatives
- Adheres to all hospital and department specific safety requirements

**Reporting Relationships**

Reports to the Chair of the Department of Trauma and Burn Services

**Minimum Qualifications**

- MD or DO from an accredited college or university
- Current General Surgical Board Certification or eligible
- Current Surgical Critical Care Board Certification or eligible
- Current Illinois Medical Board License or eligible
- Current Drug Enforcement Administration (DEA) License
- Current and/or Eligible for an Illinois Control Substance License

### **Minimum Qualifications continued**

- • Certified as an Advanced Trauma Life Support provider
- • Current High volume Level 1 Trauma Center experience at a large/complex Trauma Center
- • Recent experience in a certified Burn Center
- • One (1) year of resident and student education experience
- Must be able to work flexible hours (24-30 hours in house 2-3 times per month on average including weekends and holidays; perform any necessary surgical or critical care interventions necessary during that period)

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

- Working knowledge of Microsoft Office Suite including Word and Excel
- Working knowledge of EMR, PACS
- Knowledge of quality assurance principles and guidelines
- 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 interpersonal and empathy skills
- Demonstrate clinical research skills and techniques for extracting and reporting information
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision in decision making
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- 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 perform accurate and reliable mathematical and budget estimates
- Ability to see and hear clearly (including with correction)
- Ability to work throughout the hospital in Resuscitation/Trauma Bay, Recovery Room, Trauma ICU, Specialty Clinic and Administrative Offices
- Demonstrate superb hand washing and sanitizing practices
- Demonstrate the ability to follow department specific engineering, work practice controls and work area safety precautions
- Must follow hospital protocol when exposed to noise, chemicals, disease, blood borne pathogens, patient violence and procedural injuries
- Must be able to work flexible hours (24-30 hours in house 2-3 times per month on average including weekends and holidays; perform any necessary surgical or critical care interventions necessary during that period)


**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:

  
\_\_\_\_\_  
Frederic Starr  
Chair of the Division of Trauma Administration

18/12/16

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Gladys Lopez  
Chief of Human Resources

\_\_\_\_\_  
Date