



Job Code: 4231
Grade: K12
HCWR: N

Job Title

Associated Medical Chair

Department

Obstetrics and Gynecology

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

Job Summary

The Associated Medical Chair (Chair) of the Department of Obstetrics and Gynecology will report to the Chair of the Department of Obstetrics and Gynecology. The Chair will provide administrative support and clinical support to the duties and responsibilities of the department. Under direction, provide leadership and oversight in directing quality improvement activities, patient safety initiatives, grants and research. The Chair will also provide administrative coverage in the absence of the Department Chair.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Under the direction of the Department Chair the Associate Chair will build five (5) initiatives: Strategic Plan for Transformation of Women's Healthcare at CCH, Direct the Quality and Safety program within the department, Direct Research and extramural grant acquisition to improve care and programming in Obstetrics and Gynecology, Develop a Public Health and Disparities arc to the department, and Faculty development to promote meaningful retention of CCH providers in the Department.
- Participates in departmental meetings and oversight as designated by the Chair
- Participates in institutional meetings and committees as designated by the Chair
- Participates in clinical duties within the department these might include: Clinics, Operating Room, Labor and Delivery, Inpatient care
- Organize structure and measures for Quality and Safety and Process Improvement for the department
- Organize structure for Research and Grants within the department
- Organize structure for department interface with CCDPH and CDPH on women related public health and disparities issues.
- Develop dashboards for departmental work product measurement
- Participates in a minimum of 50 hours category I CME specific to Obstetrics and Gynecology and maintain certification in Obstetrics and Gynecology and/or their respective subspecialty; maintains skills based on measurable local and national standards.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Licensed as a Physician in the State of Illinois or the ability to obtain prior to starting employment
- Illinois and Federal controlled substance license or the ability to obtain prior to starting employment
- Successful completion of an ACGME accredited or equivalent residency program in Obstetrics and Gynecology or the ability to obtain prior to starting employment
- Board Certification in Obstetrics and Gynecology with maintenance of certificate or active candidate for certification per the policies and procedures of the American Board of



Minimum Qualifications

Obstetrics and Gynecology

- Eight (8) years of clinical experience in Obstetrics and Gynecology.
- Five (5) years in an Academic Medical Center and actively participate in the training of OB-GYN residents and Students.
- Proficient in the latest computer technology as well as have the required skill set for electronic medical records.

Preferred Qualifications

- Advanced Degree in Obstetrics and Gynecology
- Advanced Degree in Quality and Safety
- Advanced Degree in Public Health

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Knowledge of the principles and methods of training medical staff to ensure standards of care meet or exceed expectations
- Working knowledge of Microsoft Office Suite and electronic medical record
- Basic knowledge of QA guidelines and/or requirements
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrated attention to detail, accuracy and precision
- Demonstrated ability to make appropriate and timely decisions
- Ability to respond with promptness and dedication to periodic emergency requests
- Ability to prioritize, plan, and organize projects and tasks
- 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 ascribe to the basic tenets of professionalism
- Must be able to provide evidence of maintaining clinical competency with regard to core skills in Obstetrics and Gynecology for participants in mandatory call schedule.
- Ability to adhere to the standards of The Joint Commission
- Ability to adhere to the standards of the Illinois Department of Public Health
- Ability to adhere to the standards of the Perinatal Network
- Ability to ascribe to basic tenets of professionalism as required by the department or the institution.



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.