



**Job Code:** 6123  
**Grade:** K12  
**HCWR:** N

**Job Title**  
Chair of the Division of General Surgery

**Department**  
Surgery

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

**Job Summary**

John H. Stroger, Jr. Hospital (JHSH) of Cook County is the flagship of the Cook County Health (CCH). The Level 1 Trauma Center is one of the most respected in the nation. The hospital treats over 150,000 emergency room patients annually. It is home to more than 300 attending physicians along with more than 400 medical residents and fellows. The Division Chair facilitates the development of goals and objectives for the Department of Surgery Division of General Surgery and is responsible for the day-to-day operation of the division. The Division Chair is a senior level professional manager whose scope of activity includes developing guiding and managing the medical, administrative, educational, quality assurance/improvement and research activities of the Division of Bariatrics/MIS Surgery. The Division Chair must meet all the requirements of Departmental Attending Surgeons in the Department of Surgery, obtains and/or maintains surgical privileges, and remains clinically active, at John H. Stroger, Jr. Hospital of Cook County Provident Hospital, and other Cook County Health (CCH) locations as assigned by the Department Chair or the Medical Director. The Division Chair has resident training responsibility and must ensure that all resident training programs meet Accreditation Council for Graduate Medical Education (ACGME) and Residency Review Committee (RRC) requirements.

**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**

- Works is performed independently under the general direction of the Department Chair.
- Participates in Emergency on call responsibilities.
- Works a minimum of 2080 hours per year on site with a minimum of 80% clinical activity time unless an alternate arrangement has been approved by the Department of Surgery Chair.
- Responsible for the proper supervision of all attendings and providers including Physician Assistants and Advanced Practice Nurses.
- Holds monthly meetings with division members with the purpose of continuing quality improvements and resolving administration issues
- Attends a minimum of 50% of departmental morbidity and mortality conferences. Attends a minimum of 50% of division chair and departmental meetings.
- Assures morbidity and mortality reports are submitted on a weekly basis to the department's Surgical Oversight and Quality Assurance division.
- Continuously surveys the professional performance of all individuals in the Division, who have delineated clinical privileges and report to various committees as assigned by the Department Chair.
- Enforces within the Division action taken by the Executive Medical Staff Committee.
- Facilitates the orientation, teaching, education and research programs in the Department
- Assists in the preparation of such annual reports including budgetary planning pertaining to the Department as may be required by the Executive Medical Staff Committee, Medical Director, Chief Operating Officer, the System Chief or the Board.
- Makes recommendations to the Department Chair regarding the appointment and/or removal of Department committee and subcommittee chairs and members
- Resolves actual/potential problems in the delivery of clinical services to patients or other administrative personnel, professional or clinical within the division.
- Facilitates implementation of applicable Policies and Procedures of the Hospital.
- Must maintain certification by the American Board of General Surgery and competency in General Surgery as required to fulfill patient care responsibilities for patients treated by CCH.
- Oversees division members and their time and attendance and ability to administer discipline to division members as needed.
- Participate in departmental work groups and hospital committees as assigned by the Department Chair or Medical Director.
- Performs other duties as assigned.



**Minimum Qualifications**

- Must be a member of the medical staff who is qualified to be a Surgical Director of Bariatrics/MIS by training, clinical experience, and administrative experience, including certification by specialty boards and must possess:
- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Board Certification by the American Board of Surgery
- At least two (2) years (including fellowships) in the practice of medicine and surgery with teaching and research experience
- At least two (2) years of prior administrative experience, including the supervision of clinical staff
- At least two (2) years of academic involvement as manifested by publication of at least one published article in a referenced journal
- Participation in the activities of appropriate medical societies
- A minimum of 200 operative cases performed over the prior two years and demonstrated competency in a wide breadth of General Surgery practice

**Preferred Qualifications**

- NA

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

- Knowledge and skill in the application of the principles and methods of General 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 to analyze data/information accurately 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 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.
- Demonstrate attention to detail, accuracy and precision in decision making.
- 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.



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

- Must be able to travel to work sites throughout Cook County.
- Ability to meet department and divisional productivity thresholds.
- Ability to meet appropriate confidentiality standards for protected health information (PHI).
- Ability to provide appropriate patient care while maintaining fiduciary responsibility to 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.**