



Job Code: 6128
Grade: K12
HCWR: N

Job Title
Chair of the Division of Neurosurgery

Department
Surgery

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

Job Summary

The Chair of the Division of Neurosurgery (Division Chair) facilitates the development of goals and objectives for the Department of Surgery Division of Neurosurgery and is responsible for the day-to-day operation of the division. The Division Chair must meet all the requirements of Departmental Attending Surgeons in the Division of Neurosurgery, Surgery. 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 Neurosurgery. The Division Chair obtains and/or maintains surgical privileges and remains clinically active at John H. Stroger, Jr. Hospital of Cook County Health (CCH) and locations as assigned by the Department Chair or the Medical Director. Must maintain certification by the American Board of Neurological Surgery and competency in neurosurgery surgery as required to fulfill patient care responsibilities for patients treated by CCH. The Division Chair has resident training program responsibility and must ensure that all resident training programs within the division meet American Osteopathic Association (AOA), 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 Chairman
- Participates in Emergency and Trauma 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. Attend 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
- Performs other duties as assigned

Minimum Qualifications

- A Division Chair shall be a member of the medical staff who is qualified to be a Surgical Division Chair by training, clinical experience and administrative experience, including certification by specialty board and must possess:
- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college



Minimum Qualifications

or university

- Board Certification by the American Board of Neurological Surgery
- At least two (2) years of experience (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
- Reasonable participation in the activities of appropriate medical societies
- At least two (2) years of academic involvement as manifested by publication of at least one (1) published article in a referenced journal
- Ability to oversee division members and their time and attendance members and ability to administer discipline to division members as needed
- Ability to participate in departmental work groups and hospital committees as assigned by the Department Chair or in Medical Director
- A minimum of 200 operative cases performed over surgery the prior two (2) years and demonstrated competency in a wide breadth of neurological surgery practice including trauma, spine, and tumors

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of the principles and methods of training medical staff to ensure standards of care.
- 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
- Excellent interpersonal, verbal, and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to make fast-paced/accurate medical judgments
- 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.
- 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.