



Job Code: 6166
Grade: K12
HCWR: N

Job Title
Chair of the Department of Medicine

Department
Medicine Administration

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

Job Summary

Cook County Health and Hospitals System is seeking outstanding candidates for the position of Chairperson of the Department of Medicine. The Department is founded on a long tradition of excellence in clinical care, teaching, and community outreach. The Chairperson has oversight over all existing thirteen divisions in the department. Candidates must have an excellent record of commitment to clinical service and substantial administrative experience. In addition, candidates must possess a commitment to innovation in the field and the leadership skills necessary for faculty development and advancement of clinical and teaching missions.

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

- Operational Excellence
- The Chair of the Department of Medicine is responsible for the day-to-day operations of the Department at Stroger Hospital and the other CCHHS affiliates with primary emphasis on providing oversight to and ensuring the quality of patient care delivered by the Department's clinical staff. Clinical activities should be evaluated and planned to address the full spectrum of health and health care needs of the patient population served by the Department, encompassing both in- and outpatient subspecialty care and community-based primary care. The Chair is responsible for implementing the missions of the health system, specifically programs and initiatives of the CEO, Executive Medical Director and the Medical Staff Executive Committee. Working with System Leadership, the Chair must develop a strategic vision for the Department and faculty concordant with that of the system.
- Recruitment and Faculty Development
- The Chair is responsible for faculty recruitment and has authority of open positions and hiring decisions that will support Departmental programmatic needs. Supervision of clinical activities includes mentoring and development, retention, satisfaction, credentialing and annual performance review of faculty; policy and procedural compliance; ensuring ongoing Departmental participation in hospital and system CQI activities; and maintaining a System-wide view of clinical needs and activities. A chair may have parallel responsibilities managing an interdepartmental or extra departmental unit such as a center or facility with parallel expectations as held for his or her departmental duties.
- Teaching Excellence
- The Chair is responsible for managing the educational (including medical student, resident and fellow, and continuing medical education), research, administrative and personnel activities of the Department across all facilities in the System.
- Financial Management
- The Chair is responsible for maintaining a sound budget for the Department, consistent with rules and intent of the health system. The Chair is charged with fiduciary and regulatory agency compliance related to departmental activities. Physical and financial resources of a department must be managed effectively and wisely by the chair.
- Management Responsibilities
- meetings
- Supervision: Direct and effectuate CCHS management policies and practices; Access and



Typical Duties

proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

- Management: Contribute to the management of CCHHS staff and CCHHS' systemic development and success; Discuss and develop CCHHS system policy and procedure; 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.
- 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
- Maintain an active clinical load of approximately 20% time
- The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university appropriate to the specialty of the Division
- Must possess a valid Illinois medical license or have the ability to obtain this license prior to the start of this employment
- Must possess a valid Illinois Controlled Substance License or have the ability to obtain this license prior to the start of this employment
- Must possess a valid Federal Drug Enforcement Administration (DEA) license or have the ability to obtain this license prior to the start of this employment
- Board certification by the American Board of Internal Medicine
- Five (5) years of experience in medical staff administrative leadership
- Must have minimum five (5) years of work experience in the practice of internal medicine. At least two (2) years of this experience must have taken place in an institution in which there is active training of residents or fellow
- At least two (2) years of work experience in administering clinical, educational, quality assurance or research programs related to internal medicine
- Be eligible for an academic appointment at the Professor or Associate Professor level
- Experience leading a Department or Division in an academic medical center or teaching hospital
- Maintain an active clinical load of approximately 20% time

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and experience facilitating meetings and employee training sessions.
- Positive interpersonal communication skills.
- Strong written and verbal communication skills.



Knowledge, Skills, Abilities and Other Characteristics

- Strong decision-making skills. Ability to exercise discretion and make wise decisions during crises or emergency situations.
- Strong organizational skills and project management skills.
- Have excellent listening and communication skills
- Ability to build relationships within the organization and to represent CCH with appropriate regulatory agencies.
- Ability to write procedures, as well as prepare reports and effectively present information in meetings.
- Be a role model for collegiality, integrity, scholarship, collaboration, and professional competence across the organization
- Be a "problem-solver" with the ability to perform effectively in a complex and changing environment
- Be fair and avoid conflicts of interest, conflicts of commitment, and the appearance of such conflicts

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.