



Job Code: 6168
Grade: K12
HCWR: N

Job Title

Chair of the Division of Post Graduate Medicine

Department

Medicine

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

Job Summary

The Chair of Division of Post Graduate Medicine provides leadership and oversight to all aspects for Internal Medicine training for John H. Stroger Jr., Hospital. Acts as the Program Director responsible for the 3-year residency training program, all Accreditation Council for Graduate Medical Education (ACGME) accredited fellowship programs in Internal Medicine subspecialties, and medical student programs. Serves as a practicing clinician in the Department of Medicine, providing clinical care to patients in the inpatient and outpatient setting.

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

- Provides clinical care to patient in the inpatient and outpatient setting. Clinical work will account for a minimum of 0.4 FTE of work effort
- Responsible for the implementation and supervision of the training programs, including selection and supervision of teaching faculty and other program personnel
- Ensures effective teaching, and obtains teaching commitments from other departments involved in the education of Post Graduate Level Physicians and communicates regularly with departmental leaders regarding educational mission
- Recruits and selects Post Graduate Level Physicians from a diverse background that includes for appointments to the program and orients Post Graduate Level Physicians to roles at John H. Stroger Jr., Hospital, including annual training
- Prepares educational goals and objectives of the program with respect to the Accreditation Council for Graduate Medical Education (ACGME) competencies of residents at each level of training and for each major assignment
- Ensures house staff are compliant with Cook County Health & Hospitals System (CCHHS) requirements
- Implements policies and procedures to ensure Post Graduate Level Physicians clinical performance and development are productive
- Oversees maintenance of records related to program accreditation, training dates, procedures, and Post Graduate Level Physicians
- Maintains program accreditation and serves as the liaison with outside accreditation, licensing, and certification entities
- Implements programs of quality improvement in medical education
- Manages post-graduate offices including the supervision of all staff personnel
- Prepares and monitors budgets, contracts, and benefits
- Oversees certifications, visas, and licenses for Post Graduate Level Physicians
- Oversees faculty development
- Sets policies for Post Graduate Level Physician selections, advancements, and dismissals
- Mentors and supervises Residents
- Assists with fellowship and job placements and writes letters of recommendations
- Oversees Resident evaluation systems and systems of reprimand and discipline
- Manages faculty, staff, and patient complaints regarding Post Graduate Level Physicians
- Communicates with other departments regarding inpatient ward services, including nursing,



Typical Duties

- transportation, and phlebotomy
- Organizes and directs rotational ward orientations
- Troubleshoots inpatient system inefficiencies in collaboration with other departments
- Participates in determining and collecting departmental criteria for ongoing performance evaluation of faculty
- Participates in teaching agreements with medical schools
- Oversees the work of Associate Program Directors
- Provides representation of the Division within the Department of Medicine, the CCHHS System, and the larger community
- Collaborates with the Department of Internal Medicine and Residency Program at Rush Medical College to foster an integrated teaching program
- Other duties as assigned

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) or equivalent from an accredited medical college or university
- Illinois physician and surgeon license or eligibility to obtain before beginning employment - Illinois and Federal controlled substance license or eligibility to obtain before beginning employment
- Board Certification in Internal Medicine
- Five (5) years of work experience after residency training as a practicing physician, clinician educator, or clinician researcher
- Three (3) years of managerial experience

Preferred Qualifications

- Three (3) years of experience as a Program Director or Associate Program Director

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)
- Knowledge of education theory and methodology
- Knowledge of Accreditation Council for Graduate Medical Education (ACGME) core competencies, Residency Review Committee for Internal Medicine (RRC-IM) accreditation processes, National Resident Matching Program (NRMP) policies, and American Board of Internal Medicine (ABIM) certification policies and procedures
- 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 interest and skills in the practice of general internal medicine
- Strong interest and skills in medical education
- Strong organizational skills
- Strong customer service and empathy skills
- Strong leadership skills
- Ability to mentor and develop medical professionals
- Ability to manage budget and personnel



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.