



Job Code: 6169
Grade: K12
HCWR: N

Job Title
Chair of the Division of General Medicine

Department
General Medicine

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

Job Summary

The System Chairperson of the Division of General Medicine will have a unique opportunity to lead a large and committed staff in maintaining clinical excellence while developing and reporting on innovations in patient care for a large, high-risk patient population with a very broad range of clinical problems. The Chairperson works with attending physicians, advanced practice providers, residents, fellows, and support staff to provide state of the art clinical care in adult general medicine for the Cook County Health (CCH) within its hospitals and throughout its ambulatory care network. The Chairperson is also responsible for the fully accredited preventive medicine residency program at Stroger Hospital and the palliative medicine fellowship program; training of medical residents and students during ambulatory medicine rotations and continuity clinic; and a portfolio of diverse clinical research projects involving each of these areas. The CCH is the primary safety-net provider in Chicago and Cook County. CCH includes the John H. Stroger, Jr. Hospital of Cook County (formerly Cook County Hospital), a 464-bed teaching hospital built in 2002 near downtown Chicago with 100 ICU beds and on-site specialty clinics; Provident Hospital, a 25-bed community hospital in Chicago's south side; Cermak Health Service, which provides comprehensive care for the detainees of Cook County Jail; and numerous associated specialty and primary care clinics associated with these facilities and in separate locations throughout Chicago and Cook County. In 2013 it launched a Medicaid managed care plan through the Affordable Care Act that now has more than 100,000 enrollees.

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



General Administrative Responsibilities

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

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

- Clinical
- The Chair must be an experienced and highly regarded general internist who will regularly participate in the care of patients. By this means, the chairperson will maintain and model the highest level of patient care and opportunities for clinical innovation while assessing first-hand the adequacy of equipment and workflow and the performance of personnel. The Chairperson is directly responsible for assessing and maintaining the quality of patient care provided by members of the division.
- Teaching and training
- The Chair must be experienced and successful in providing didactic and supervisory clinical training to medical students, residents, and fellows in an academic setting. In addition, the chairperson must have sufficient experience to oversee the preventive medicine residency program and the palliative medicine fellowship program and its directors. The Chairperson is also responsible for overseeing faculty development programs and mentoring of faculty.
- Administrative
- Oversees all care processes in the general medicine clinic and participate in oversight of general medicine clinics throughout the System
- Hiring, scheduling, supervision and promotion of physician and non-physician clinical staff
- Establishes clinical performance goals and measures. develops strategies for improving clinical care and incorporates these efforts into discrete quality assurance and/or research projects
- Ensures that space, equipment and personnel resources are sufficient to meet the Division's clinical and educational missions
- Ensures that clinical care, teaching and research are performed in compliance with relevant regulatory requirements
- Develops policies for the Division
- Responsible for developing, reviewing, and negotiating joint institutional agreements with academic and clinical partners



Typical Duties

- Produces reports as needed to the Department of Medicine. Executive Medical Staff; and CCH
- Participation in meetings of the Executive Medical Staff and its committees as appropriate
- Research
- The Chairperson should have sufficient research experience to guide expansion of the Division's clinical research portfolio, tapping available extramural resources and leveraging institutional assets (e.g., a large clinical data warehouse and in-house Collaborative Research Unit) to better apply research questions and methods to the extensive and diverse clinical problems managed within the division.

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
- Must have minimum five (5) years of work experience in the practice of general 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) year of work experience in administering clinical, educational, quality assurance or research programs related to general internal medicine

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Current knowledge of the principles and methods of general medicine 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 in order 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 in order 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 if requested to participate.



Knowledge, Skills, Abilities and Other Characteristics

- 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.
- 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.