



Job Code: 6170

Grade: K12

HCWR: N

Job Title

Chair of the Division of Pulmonary Medicine

Department

Pulmonary Medicine

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

Job Summary

The Chair of the Division of Pulmonary and Critical Care Medicine leads 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 Chair works with full-time attending physicians, fellows and support staff to provide state-of-the-art clinical care in adult pulmonary medicine and rehabilitation, sleep medicine, tuberculosis, occupational medicine and critical care medicine for the Cook County Health (CCH). The Chairperson is also responsible for the Medical Intensive Care Unit (MICU) at Stroger Hospital; pulmonary function testing and sleep laboratories; respiratory therapy throughout the CCHHS; the fully accredited 3-year fellowship program in pulmonary and critical care medicine at Stroger Hospital; training of medical residents and students during pulmonary medicine and MICU rotations; and a portfolio of diverse clinical research projects involving each of these areas.

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

- Clinical
- The Chair must be an experienced and highly regarded pulmonologist who will regularly participate in the care of inpatients seen by the pulmonary consult service and MICU and outpatients in related subspecialty clinics. By this means, the chair 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.
- Teaching and training
- The Chair provides didactic and supervisory clinical training to medical students, residents and fellows rotating in pulmonary and critical care medicine in an academic setting. In addition, the chairperson oversees the fellowship program and its director.
- Administrative
- 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
- Participation in meetings of the Executive Medical Staff and its committees as appropriate
- Research
- The Chair guides 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



Minimum Qualifications

- 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 in Pulmonary Medicine and in Critical Care, Sleep and/or Occupational Medicine
- Must have minimum five (5) years of work experience in the practice of pulmonary and/or critical care 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 fellows in pulmonary medicine
- At least two (2) year of work experience in administering clinical, educational, quality assurance or research programs related to pulmonary medicine or critical care medicine
- Attainment of clinical and/or academic achievement commensurate with eligibility for appointment at the rank of Associate Professor or Professor with Rush Medical College, the academic affiliate of Stroger Hospital

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.
- 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.