



**Job Code:** 6171

**Grade:** K12

**HCWR:** N

**Job Title**

Chair of the Division of Endocrinology

**Department**

Endocrinology

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

**Job Summary**

The Chair of the Division of Endocrinology directs the activity of the Division of Endocrinology of the Department of Endocrinology services at each of the affiliates of the Cook County Health (CCH). Time will be spent 30% administratively, 30% on educational, research and scholarly activities, and 40% clinically.

**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

*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**

- Aligns the mission and goals of the Division of Endocrinology with those of the Department of Medicine and the CCH.
- Cooperates with all initiatives and programs of CCH.
- Directs all activities of the Division of Endocrinology services at each of the CCH affiliates.
- Assigns and supervises the provision of clinical services by faculty and staff in Division of Endocrinology and at each of the CCH affiliates.
- Collaborates with affiliate leadership to address clinical needs and support in Endocrinology at each CCH facility.
- Standardizes and oversees Endocrinology faculty and staff accountability and productivity throughout CCH.
- Participates in personnel and capital budget processes, recruitment of Endocrinologists, expansion and modification of clinical services, establishment and approval of work schedules for Division of Endocrinology and at each of the CCH affiliates.
- Appoints the Medical Director of Endocrinology services at Provident Hospital and other administrative positions in the Division of Endocrinology.
- Responsible for collection, analysis and reporting of System-wide Endocrinology clinical statistics and quality improvement process for the division and at each of the CCH affiliates.
- Ensures adherence by Endocrinology faculty and staff to hospital policies on licensure, certifications, annual training, infection control, and others.
- Formulates and manages the capital equipment purchase and operating budget expenditure process of the Division of Endocrinology.
- Supervises the Division time and attendance payroll process.
- Hires and releases Endocrinologist, mid-level practitioner, administrative, research and technical personnel in the Division of Endocrinology.
- Performs Ongoing Professional Performance Evaluations for faculty and staff in Endocrinology semiannually.
- Supervises faculty development programs and mentoring in the Division.
- Supervises the division's professional educational program for faculty and staff, fellow and resident trainees, and medical students.
- Responsible for developing, reviewing and negotiating joint institutional agreements for training of Endocrinology fellows.
- Supervises the training of subspecialty fellows in Endocrinology.
- Provides direct Endocrinology care to inpatients and outpatients of CCH.
- Attends at least annually, on-going seminars and continuing medical education (CME) sessions in Medicine and Endocrinology.
- Provides a physical environment that allows efficiency and clinical productivity.
- Fosters an environment of collegiality and professionalism.
- Performs hospital and departmental committee work assigned

**Minimum Qualifications**

- Doctor of Medicine (MD) or Doctor of Osteopathy (DO) degree from an accredited medical school
- Must be licensed as a physician in the State of Illinois or have the ability to obtain Illinois physician licensure before starting employment
- Current and valid Illinois Controlled Substances License or have the ability to obtain license



**Minimum Qualifications**

prior to starting employment

- Current and valid licensure with the Federal DEA or have the ability to obtain license prior to starting employment
- At least five (5) years of work experience as an attending physician in Endocrinology in an academic setting
- At least two (2) years of work experience in administering clinical, educational, quality assurance or research programs related to Endocrinology
- Proficiency using word processing, spreadsheets, and electronic medical record

**Preferred Qualifications**

- NA

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of infection prevention, control, surveillance, and intervention practices
- 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 customer service and empathy skills
- Ability to recommend and oversee the management of staff
- Ability to collaborate on interdisciplinary projects
- Ability to participate in the activities and educational programs appropriate to the specialty
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)

**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.**