



Job Code: 6172
Grade: K12
HCWR: N

Job Title

Chair of the Division of Renal Disease Nephrology

Department

Medicine

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

Job Summary

The Chair of the Division of Renal Disease Nephrology directs the activity of the Division of Nephrology of the Department of Medicine and Nephrology services throughout Cook County Health (CCH). The Division Chair will be responsible for overall leadership and oversight for quality improvement activities, patient safety initiatives, budget, grants, and research. Other responsibilities include working as an attending physician nephrologist providing comprehensive care to patients of Cook County Health (CCH), supervises attending physicians, advanced practice providers, house staff, and teaching medical students. Participates in CCH approved projects and/or committees. The Division Chair will develop and mentor staff, oversees scheduling, and performs other duties as assigned by the Department Chair.

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

- Directs all activities of the Division of Nephrology and Nephrology services at each of the CCH affiliates.
- Provides direct nephrology care to inpatients and outpatients of CCH.
- Supervises and coordinates the provision of clinical services by faculty and staff in Division of Nephrology and at each of the CCH affiliates.
- Collaborates with affiliate leadership to address clinical needs and support in Nephrology at each CCH facility.
- Standardizes and oversees Nephrology faculty and staff accountability and productivity throughout CCH.
- Participates in capital budget processes, recruitment of nephrologists, expansion and modification of clinical services, establishment, and approval of work schedules for Division of Nephrology and at each of the CCH sites.
- Responsible for collection, analysis and reporting of CCH nephrology clinical statistics and quality improvement process for the division and at each of the CCH sites.
- Ensures adherence by Nephrology 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 Nephrology.
- Ensures the timely completion of Ongoing Professional Performance Evaluations and Focused Professional Performance Evaluations for all credentialed providers within in the Division of Nephrology.
- Supervises the division's development and professional educational program and mentors faculty and staff, fellow and resident trainees, and medical students.
- Responsible for developing, reviewing, and negotiating joint institutional agreements for training of nephrology fellows.
- Supervises the training of subspecialty fellows in nephrology.
- Maintains an active clinical load of at least of 50%.
- Participates in CCH approved projects and/or committees.
- Performs other duties as assigned by the Chair of the Department of Medicine.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy (DO) degree from an accredited medical



Minimum Qualifications

school

- Board Certified in Nephrology
- 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 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 seven (7) years of work experience as an attending physician in Nephrology in an academic setting
- At least three (3) years of work experience in administering clinical, educational, quality assurance or research programs related to Nephrology
- Experience developing or reviewing and updating policy and procedure documents

Preferred Qualifications

- Successful performance of discrete clinical research projects, including a leadership role in applications for extramural research support

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of infection prevention, control, surveillance, and intervention practices
- Knowledge of nephrology physician programs and services
- Excellent program development, management, and leadership skills
- Current knowledge of the principles and methods of nephrology to ensure quality and standards of care.
- Knowledge of the principles and methods of training medical staff to ensure standards of care
- Demonstrated experience in training faculty and/or residents in the application of quality improvement techniques to patient care
- Strong supervisory and leadership skills necessary to oversee attending physicians
- 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 hospital medicine
- Strong interest and skills in medical education
- Demonstrate analytical, problem-solving, critical thinking, and conflict management/resolution skills
- Strong organizational skills and mastery of a content domain, as demonstrated by successful quality improvement initiative or program execution
- Ability to treat acutely ill patients in an inpatient setting
- Strong ability to mentor and develop medical professionals
- Strong ability to manage schedules, budget and personnel
- Ability to collaborate on interdisciplinary projects
- Ability to participate in the activities and educational programs appropriate to the specialty



Knowledge, Skills, Abilities and Other Characteristics

- 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.