



Job Code: 6176
Grade: K12
HCWR: N

Job Title

Chair of the Division of Gastroenterology

Department

Medicine/Gastroenterology

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

Job Summary

The Chair of the Division of Gastroenterology (Division Chair) is responsible for the strategic development and the day-to-day operations of the division across Cook County Health (CCH), with primary emphasis on providing leadership oversight and ensuring the quality and accessibility of patient care delivered by the Division's clinical staff. Working with system leadership, the Division Chair develops a strategic vision for the Division's faculty and staff implementing programs and other initiatives that align with the mission and goals of CCH. The Division Chair guides the transformation of the division within the evolving healthcare environment.

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

- Supervises credentialed providers and other division staff members.
- Provides leadership oversight and guidance to and ensures the quality of patient care delivered by the Division's clinical staff with privileges. Promptly responds to patient complaints and concerns.
- Provides strategic and operational leadership with responsibility and accountability across CCH.
- Ensures the timely completion of ongoing and focused professional evaluations for all credentialed providers.
- Assumes responsibility for compliance of the division regarding quality assurance, risk management, academic, and clinical responsibilities.
- Assists with establishes metric standards and drives outcomes in quality and safety related to gastroenterology and hepatology.
- Collaborates with administrative, nursing and any other clinical disciplines to ensure effective and efficient patient care.
- Educates, supervises, and evaluates residents and/or fellows assigned to all Gastroenterology services and participates in the organization and development of relevant teaching activities, as assigned.
- Participates in the education, evaluation, and supervision of medical students from affiliate medical schools and universities as assigned.
- Responsible for guiding faculty development, mentoring faculty and trainees, evaluating and managing the clinical teaching and educational (including medical students, residents and/or fellows and continuing education) activities of the division.
- Formulates and manages the capital and operating budget expenditure process of the division.
- Participates in other administrative responsibilities at departmental or institutional level as assigned by the Department Chair.
- Conducts regular division staff meetings.
- Assists the Department Chair with the development and implementation of strategic staffing, patient care and operational initiatives.
- Provides direct patient care as an attending physician to inpatients and outpatients of CCH.
- Participates in core academic, clinical, and administrative activities and maintain their skills based on measurable local and national standards, including activities to support the



Typical Duties

scholarly mission of CCH.

- Complies with departmental and institutional policies and accept academic, clinical, and administrative assignments as per hospital bylaws as well as external regulatory bodies
- Participates in Quality Assurance/Process Improvement activities, didactics, and clinical case conference.
- Attends core departmental educational or Quality Assurance conferences.
- Demonstrates and maintains attitudes, behaviors, knowledge, and skills necessary to work respectfully and effectively with patients and staff in a culturally diverse work environment.
- Maintains an active clinical load of at least 60%.
- Performs other duties as assigned by the Chair of the Department of Medicine.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Must be Licensed as a Physician in the State of Illinois or the ability to obtain prior to starting employment
- Current and valid Illinois controlled substance license or have the ability to obtain prior to starting employment
- Current and valid licensure with the Federal DEA or have the ability to obtain license prior to starting employment
- Board Certified in Gastroenterology
- Seven (7) years of work experience as an Attending Physician in the practice of Gastroenterology. At least two (2) years of this experience must have taken place in an institution in which there is active training of residents and/or fellows
- Three (3) years of work experience in administering clinical, educational, quality assurance and programs related to Gastroenterology

Preferred Qualifications

- Extensive clinical experience in Gastroenterology, with a strong record of patient care
- Successful performance of discrete clinical research projects, including leadership role in applications for extramural research project

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPPA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Knowledge of the principles and methods of training medical staff to ensure standards of care meet or exceed expectations
- Working knowledge of Microsoft Office and electronic medical record
- Basic knowledge of QA guidelines and/or requirements
- Must be proficient in the latest computer technology as well as have the required skill set for electronic medical records
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict



Knowledge, Skills, Abilities and Other Characteristics

management/resolution skills

- Demonstrated attention to detail, accuracy, and precision
- Demonstrated ability to make appropriate and timely decisions
- Ability to lead and effectively guide staff to organizational goal achievement
- Ability to respond with promptness and dedication to periodic emergency requests
- Ability to prioritize, plan, and organize projects and tasks
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to function autonomously and as a team member in a multidisciplinary team
- Ability to ascribe to the basic tenets of professionalism

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.