



Job Code: 6177
Grade: K12
HCWR: N

Job Title
Chair of the Division of Infectious Disease

Department
Infectious Disease

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

Job Summary

The Chair of the Division of Infectious Disease (ID) oversees and is accountable for the clinical, administrative, teaching and research activities carried out by Division employees. The ID Division chair is responsible for ensuring that the Division has the resources, principally, its staff, necessary to meet its mission to Stroger Hospital and the Cook County Health (CCH) to provide excellent inpatient and ambulatory clinical care, administrative support, teaching and clinical research related to ID; for ensuring that these resources are deployed as efficiently and effectively as possible; and for promoting the personal and professional growth, individually and collectively, of ID staff necessary to meet current and future challenges.

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

- Must meet all of the responsibilities outlined in the job description for attending physicians in the Division of ID. Additional responsibilities include:
- Participates in the hiring process of ID staff who possess the attributes and qualifications necessary to perform the duties and responsibilities outlined in their respective job description documents
- Establishes and promotes the achievement of performance goals necessary for ID staff to obtain institutional and academic promotion
- Supervises the work performance of ID staff, including the satisfactory attainment of extramural regulatory requirements and institutional performance standards, and implementing corrective and/or disciplinary actions if these requirements or standards are not met
- Conducts regular reviews of the progress of ID staff towards the achievement of performance goals and the attainment of regulatory requirements and performance standards
- Ensures that the professional credentials and performance evaluations are complete and up to date for all ID staff
- Reports on the activities and work performance of ID staff to the Chair of the Department of Medicine, to the Chief Medical Officer and to the CCH administration as required.
- Creates inpatient and ambulatory service schedules for clinical ID staff and responding to planned and unplanned work absences
- Oversees the performance of clinical ID staff in providing patient care and teaching, including:
 - o Providing informal consultation on clinically challenging cases or with problems in obtaining the clinical resources or services necessary to provide appropriate patient care
- Responding to any complaints of unprofessional behavior or negligent or inappropriate patient care by ID staff by responding to the complainant, the ID staff member and any third parties that might be involved
- Investigating assessments indicating inadequate teaching performance on the part of ID staff by discussing them with the staff member and designing and implementing a plan for remediation, if needed
- Overseeing or providing the design and implementation of plans for addressing systematic barriers - e.g., lack of staff time, physical resources or suboptimal deployment of the above - to the effective and timely provision of ID clinical care



Typical Duties

- Ensures that the Division of ID and its staff provide effective didactic and bedside or clinic-based teaching for medical students and residents, fellows, colleagues and other staff and that space, resources and time necessary to perform these duties are adequate
- Guides expansion of the Division's clinical research portfolio, tapping available extramural resources and leveraging institutional assets to better apply research questions and methods to the extensive and diverse clinical problems managed within the division.
- Schedules regular conferences on clinical issues and research and ensuring that appropriate speakers/participants are involved
- Hires and supervises the Hospital Epidemiologist and his/her staff of infection preventionists and related laboratory staff, including regular participation in deliberations involving infection control issues attendance of infection control meetings
- Hires and supervises the chair of the hospital's Anti-Infective Committee (AIC) and participating ID physicians and pharmacists, including regular participation in deliberations involving antimicrobial stewardship issues and attendance of AIC meetings
- Ensures the full participation of ID staff in other quality assurance, administrative and/or academic committees or activities as recommended or required by the chair of the Department of Medicine or hospital or CCH administrative staff
- Ensures that the collective output of clinical research by ID staff is sufficient to meet the Division's obligations to its patients and trainees, and that this research is performed according to prevailing standards of scientific and ethical rigor
- Promotes and assists in the acquisition of intramural resources and extramural funding necessary to perform clinical research that meets these standards
- Negotiates and participates in the consummation of any contracts or agreements pertaining to academic affiliation or service provision related to the Division of ID
- Schedules and conducts regular meetings and personal and electronic communications with ID staff to facilitate the satisfactory completion of ID responsibilities as outlined above.
- Develops and implements a hospital-wide antibiotic stewardship program, based on nationally recognized guidelines, to monitor and improve the use of antibiotics
- Documents antibiotic stewardship activities
- Communicates and collaborates with the medical staff, nursing, and pharmacy leadership, as well as with the hospital's infection prevention and control and quality assessment and performance improvement programs on antibiotic use issues
- Trains and educates staff, including medical staff, on the practical applications of antibiotic stewardship guidelines, policies, and procedures.
- Performs other duties as 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
- At least five (5) years of work experience as an attending physician in ID in an academic setting
- At least two (2) years of work experience in administering clinical, educational, quality assurance or research programs related to ID



Minimum Qualifications

- 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

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.