



Job Code: 6191
Grade: K12
HCWR: N

Job Title
Chair of the Department of Pathology

Department
Clinical & Anatomical Services-Administration

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

Job Summary

The Chair of the Department of Pathology (Chair) is responsible for assuring quality patient care services defined by Clinical Laboratory Improvement Act (CLIA) in collaboration with the Director of Laboratory Services or designee for both clinical and anatomic pathology. The Chair, in administering general and subspecialty care, must have a thorough working knowledge of the specialty. Must be the primary information resource for the hospital ensuring appropriate application of new technology while remaining conscious of and sensitive to financial consideration

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

- Interprets, correlates, and communicates laboratory data.
- Collaborates with the Director of Laboratory Services or designee for both clinical and anatomic pathology to ensure CLIA standards are met.
- Performs anatomic pathology procedures.
- Provides consultations regarding the ordering of appropriate tests and the medical significance of laboratory data.
- Interacts with physicians, and/or medical staff, patients, administrators, government, and other agencies.
- Ensures that there is an effective Quality Management and Quality Control Program for the laboratory.
- Leads strategic planning for the department, ensuring coordination and compatibility with the CCH strategic plan
- Ensures provision of education programs, planning, research, and development appropriate to the needs of the laboratory.
- Ensures sufficient personnel with adequate training and experience to meet the needs of the laboratory, implementation of a safe laboratory environment in compliance with good practice and applicable regulations.
- Ensures laboratory is enrolled in an Health and Human Services (HHS) approved proficiency testing program for all testing performed and that the proficiency testing samples are tested as required by CLIA.
- Ensure operational adherence to currently accepted technical service standards for laboratory medicine.
- Fosters a unified culture and promotes a process for collaboration, cooperation, sharing of information and mutual teamwork.
- Participates actively in the development, communication and implementation of effective growth strategies and processes.
- Manages physician credentialing and renewals.
- Maintains an active clinical load of at least 20%
- Performs other duties as required.

Minimum Qualifications

- Doctor of Medicine (M.D.) or Doctor of Osteopathy Medicine (D.O.) degree from an



Minimum Qualifications

accredited college or university or foreign equivalent

- Illinois physician and surgeon license or eligibility to obtain license two weeks prior to hire date
- Board certification in Anatomic and Clinical Pathology
- Five (5) years of work experience after residency training as a practicing physician, clinician educator, or clinician researcher in a Pathology Department
- Five (5) years of experience in medical administration
- Three (3) years of managerial experience
- Three (3) years of experience in education and program development

Preferred Qualifications

- Experience as Director, Division Chair, or Chair of a Pathology Department, preferably in an academic hospital, health system or large community hospital with multiple subspecialty services

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of quality assurance principles and guidelines
- Working knowledge of Microsoft Office Suite including Word and Excel
- 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 interpersonal and empathy skills
- Demonstrate clinical research skills and techniques for extracting and reporting information
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision in decision making
- Demonstrate the ability to teach, educate (ACGME) and research grant programs
- Demonstrate the ability to prepare annual reports, conduct budgetary planning and management of personnel
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- 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 train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical and budget estimates · Ability to see and hear clearly (including with correction)
- Demonstrate superb hand washing and sanitizing practices
- Demonstrate the ability to follow department specific engineering, work practice controls and work area safety precautions
- Must follow hospital protocol when exposed to noise, chemicals, disease, blood borne pathogens, patient violence and procedural injuries



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.