



Job Code: 6202

Grade: K12

HCWR: N

Job Title

Chair of the Division of Neonatology

Department

Pediatrics

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

Job Summary

The Chair of the Division of Neonatology is responsible for the day-to-day operations of the division, with primary emphasis on providing oversight to and ensuring the quality, safety and accessibility of patient care delivered by the division's clinical staff. Working with the Chair of the Department of Pediatrics, the Division Chair develops a strategic vision for the division and faculty, implementing programs and other initiatives that align with the mission and goals of the Health System.

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

- Responsible for the day-to-day operations of the division's clinical staff and health professionals in training.
- Provides oversight to and ensures the quality of patient care delivered by the division's clinical staff. Promptly documents and addresses patient complaints and concerns.
- Promotes, communicates, and monitors a culture of patient safety throughout the division.
- Recruits and supervises the division's clinical staff with privileges. Supervision includes mentoring and development, retention, employee satisfaction, credentialing, performance management, ensuring compliance with regulatory and system standards, policies and procedures.
- Responsible for ensuring provider compliance with County and Cook County Health (CCH) requirements i.e., dual employment, ethics reporting, annual education, immunization status, vendor relations, etc.).
- Responsible for overseeing the fellowship and continuing education activities of the division.
- Establishes and evaluates clinical, administrative, research and teaching (CART) performance standards for clinical staff.
- Ensures that space, equipment and personnel resources are sufficient to meet the division's clinical and educational requirements; ensures 24/7 attending physician coverage for emergencies.
- Develops staffing and succession plans that are responsive to market influences and Health System priorities.
- Provides direct patient care as an attending physician.
- Collaborates with administrative, nursing and allied health staff. Works with NICU nurse manager to ensure adequate nurse staffing ratios are met.
- Collaborates and works closely with the Chair of Obstetrics and Gynecology, Chair of Maternal Fetal Medicine and Director of newborn nursery to ensure continuity of care between women's and children's health services.
- meetings.
- Participates and co-chairs all Joint (Pediatrics/Obstetrics) Maternal Mortality and Mortality
- Works with the CCH Perinatal Administrator and Network Perinatal Administrator to ensure Level III hospital and APC Illinois Department of Public Health (IDPH) re-designation every three (3) years.
- Participates in ongoing, continuous quality improvement (CQI) projects mandated by the IDPH Office of Women's Health.
- Works cooperatively with the network hospitals in the Perinatal Center network.
- Develops divisional policies and procedures.
- Responsible for the development and oversight of division operating budget.
- Prepares and submits regular performance and/or status reports as required to the Department and CCH leadership.
- Conducts and ensures documentation of and participation at regular division staff meetings.
- Participates in meetings of the Executive Medical Staff and its committees, as assigned.
- Participates in meetings of the Health System and its committees, as assigned.
- Performs other duties as assigned.



Minimum Qualifications

- Doctor of Medicine (M.D.) or Doctor of Osteopathy Medicine (D.O.) from an accredited college or university or foreign equivalent
- Completion of an accredited residency program in Pediatrics
- Completion of Neonatology fellowship
- Current Board certification in Neonatology
- Current Pediatric Advance Life Support (PALS) certification
- Current physician and surgeon license to practice medicine in the United States and eligible to obtain Illinois licensure before beginning employment
- Illinois and Federal controlled substance license or eligible to obtain before beginning employment
- Three (3) years administrative & management experience, in a multi-faceted Pediatrics department
- Five (5) years of post-residency clinical experience, in a complex healthcare environment
- Ability to communicate effectively with members of the community and with peers and personnel at all levels of a healthcare delivery organization.

Preferred Qualifications

- One (1) or more years of experience working with underserved populations in an urban environment
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Strong leadership skills, including the ability to initiate and manage change
- 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)



Knowledge, Skills, Abilities and Other Characteristics

- 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 CCH 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.