



Job Code: 6204
Grade: K12
HCWR: N

Job Title

Chair of the Division of Consultation Liaison

Department

Psychiatry

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

Job Summary

The Chair of the Division of Consultation Liaison coordinates clinical services and directly manages all staff within his/her assigned service area(s). The Division Chair oversees psychiatric clinicians, administrators, and service contracts within the Stroger Hospital Inpatient Wards, Observation Areas, and Trauma/Critical Care Areas and oversees the Substance Abuse Service (SBIRT). In addition to administrative duties, this adult psychiatrist provides psychiatric assessment and management of patients with co-morbid medical disease and mental illness primarily in the inpatient setting. Provides initial psychiatric consultations in outpatient, inpatient, and emergency settings within Cook County Health (CCH) as needed.

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

- Provides general psychiatric assessment to referred patients in the Stroger Hospital Inpatient Areas. Provides ongoing management to these patients throughout their hospital stay.
- Provides direct patient care to medically ill patients in the Stroger Hospital to ensure safety, evaluate need for further hospitalization, and provide appropriate pharmacotherapy. Document all encounters appropriately in medical record.
- Communicates safety, medication, and psychoeducational needs to all engaged staff as well as family members (with appropriate written consents).
- Maintains active licensure with the State of Illinois, active credentials with the CCH, and active board certification with the American Board of Psychiatry and Neurology (ABPN).
- Attends required meetings and participates in assigned committees.
- Participates in necessary peer review and quality assurance activities.
- Directly supervises all clinical services within his/her service area(s) including resident psychiatrists, consult psychologists, neuropsychologist(s), LCSW's, and psychiatric nurse clinicians.
- Supervises and manages all substance abuse counselors.
- Oversees and facilitates all consultation services within the hospital. Match identified service needs with provided services in the form of support groups, multidisciplinary staffing and meetings, and liaison/psychoeducation throughout the hospital.
- Arrange clinical coverage schedules in conjunction with sick, vacation and educational time off requests from reporting staff member.
- Provides direct feedback to staff and hospital administration regarding functioning of psychiatric consultation, liaison, and substance abuse services.
- Performs semiannual reviews of each reporting staff person with the Chair of the Department of Psychiatry as part of Ongoing Provider Performance Evaluation (OPPE). Any written or verbal reprimands or disciplinary actions will be done with the Chairman of the Department and in accordance with the CCH's Human Resources Department and respective labor board.
- Agrees to the terms of the CCH's standards for Division Chair and outside dual employment.

Minimum Qualifications

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



Minimum Qualifications

or university

- Completion of general psychiatry residency from ACGME accredited program
- Board Certification from the American Board of Psychiatry and Neurology
- Licensed physician in the State of Illinois or must obtain license prior to starting employment
- *
- Current and valid licensure with the Federal DEA or must obtain license prior to starting employment
- Five (5) or more years of experience providing psychiatric evaluation and treatment to patients

Preferred Qualifications

- Experience with Electroconvulsive Therapy (ECT)
- Bilingual

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.