



Job Code: 6206

Grade: K12

HCWR: N

Job Title

Chair of the Division of Psychiatry ER

Department

Psychiatry Administration

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

Job Summary

Under the direction of the Psychiatry Department Chair, the Divisional Chair provides psychiatric assessment and management of patients with co-morbid medical disease and mental illness, primarily in the urgent care setting including. Oversight includes all psychiatric needs for the Department of Emergency Medicine and Ambulatory Community Health Network (ACHN) (behavioral health integration). Provides initial psychiatric consultations in outpatient, inpatient, and emergency settings throughout Cook County Health (CCH). Provides ongoing medication management to patients in the ambulatory setting as well.

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

- Directly supervises all clinical services within the service area(s) including supervision of psychiatrist, psychologists, neuropsychologist, psychiatric nurse clinicians, nurses, and substance abuse counselors.
- Arranges clinical coverage schedules in conjunction with sick, vacation and educational time off requests from reporting staff members.
- Provides direct feedback to staff and hospital administration regarding functioning of the service.
- Performs semiannual reviews of each reporting staff person with the Chair of the Department of Psychiatry as part of the Ongoing Provider Performance Evaluation (OPPE).
- Oversees the development and implementation of clinical research programs within the service area(s).
- Serves as the representative for the Department of Psychiatry on at least two hospital-wide committees.
- Agrees to the terms of CCH's standards for Division Chair and outside dual employment.
- Provides general psychiatric assessment to referred patients in the outpatient, inpatient, and emergency settings throughout CCH.
- Ensures safety, evaluates need for further treatment/hospitalization, and provides appropriate pharmacotherapy for these patients.
- Provides education to patients, students, medical residents and clinic staff regarding mental health screening and treatment within a medical practice.
- Documents all encounters with patients in medical record and communicates diagnoses and treatment recommendations to appropriate medical staff.
- Reports any cases of abuse or neglect in accordance with the State of Illinois Law and CCH Policies.
- Refers patients to appropriate. psychiatric, medical/surgical and social services.
- Maintains active licensure with the State of Illinois, active credentials with the Cook County Health and Hospital System, and active board certification with the American Board of Psychiatry and Neurology. Engages in OPPE within the Department.
- Attends required meetings and participates in assigned committees.
- Participates in necessary peer review and quality assurance activities.



Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from accredited program and General Psychiatry residency from accredited program.
- Licensed as a physician and a surgeon in the State of Illinois or have the ability to obtain licensure prior to starting employment
- Valid Illinois and Federal controlled substance license or have the ability to obtain prior to starting employment
- American Board of Psychiatry and Neurology Board Certified in General Psychiatry.
- Five (5) or more years of experience providing psychiatric evaluation and treatment to patients
- Five (5) years of post-residency clinical experience in a complex healthcare environment
- Three (3) years of administrative and management experience in a multi-faceted psychiatry department
- Specific knowledge and/or experience with gender, age, race/ethnicity, sexual orientation, SES, substance abuse and medical issues of the treatment population served
- Experience providing emergency and inpatient psychiatric consultations to medically ill patients.

Preferred Qualifications

- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of all applicable departmental, Cook County, state, and federal regulations regarding patient care.
- Knowledge of age-specific and culture-specific differences in the target population, including physiological, psychological, cultural, and developmental differences in each group.
- Specific knowledge and/or experience with gender, age, race/ethnicity, sexual orientation, SES, substance abuse and medical issues of the treatment population served.
- Skills in teaching and supervising medical students in emergency, consultation, and ambulatory psychiatry.
- Excellent human relations and oral/written communication skills.
- Strong organizational skills to manage large volume of patients and referrals.
- Facilitation of teamwork and collaborative interaction between clinical staff and other practice personnel.
- Participation in quality improvement activities and professional development activities.
- Comfort with direct supervision of other clinical staff members and team.
- Excellent human relations and oral/written communication skills.
- Strong organizational skills to manage large volume of patients and referrals.
- Ability to work independently, be able to prioritize, and manage time.
- Ability to assess information, apply critical thinking to determine course of action, and relay this information to patients, families, and clinical staff.
- Ability to provide clear and concise documentation regarding patients and to maintain this information in a confidential manner.



Knowledge, Skills, Abilities and Other Characteristics

- Ability to work independently, be able to prioritize, and manage time.
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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.