



**Job Code:** 6207  
**Grade:** K12  
**HCWR:** N

**Job Title**

Chair of the Division of Adult Outpatient Psychiatry

**Department**

Psychiatry

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

**Job Summary**

The Chair of the Division of Adult Outpatient Psychiatry will coordinate clinical services and directly manage all staff within the assigned service area(s). The Division Chair for Adult Services will oversee psychiatric clinicians, administrators, and service contracts within the Adult Outpatient Clinics. In addition to administrative duties, this adult psychiatrist will provide psychiatric assessment and management of patients with co-morbid medical disease and mental illness. The Division Chair provides initial psychiatric consultations in outpatient, inpatient, and emergency settings in the Cook County Health (CCH). The Division Chair provides ongoing medication management to patients in outpatient psychiatry clinics and to patients in Cook County Health 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**

- Supervises clinical services of adult psychiatrists, adult psychologists, neuropsychologist(s), and psychiatric nurse clinicians within the service area.
- Coordinates patient care schedules in Cerner with provider schedules to ensure minimal wait time and superior quality within the service areas. Oversees patient flow in clinical area(s) including oversight of clerical staff in area.
- Arranges 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 adult psychiatric clinical services.
- Performs semiannual reviews of each reporting staff person with the Chair of the Department of Psychiatry (Department Chair) as part of the Ongoing Provider Performance Evaluation (OPPE).
- Oversees the development and implementation of clinical research programs within the service area(s).
- Assists the Department Chair in the assessment of mental health and substance abuse needs in our adult populations and in the provision of care for these patients throughout CCH.
- Agrees to the terms of the CCH's standards for Division Chair and outside dual employment.
- Provides general psychiatric assessment to referred patients in the CCH Clinics. Provide ongoing medication management to these patients.
- Provides education to patients, families, 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 communicate diagnoses and treatment recommendations to appropriate medical staff. Report any cases of abuse or neglect in accordance with State of Illinois Law and CCH Policies.
- Attends required meetings and participates in assigned committees. Participate in necessary peer review and quality assurance activities. Engage in OPPE within the Department.
- Maintains an active clinical load of at least 80%.
- Performs other duties as assigned by the Department Chair.

**Minimum Qualifications**

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



**Minimum Qualifications**

university

- Completion of a general psychiatry residency from an ACGME accredited program
- Current Board Certification from the American Board of Psychiatry and Neurology
- Licensed as a Physician in the State of Illinois or must obtain license prior to starting employment
- Current and valid Illinois controlled substance license or must obtain license prior to starting employment.
- Current and valid licensure with the Federal Drug Enforcement Administration (DEA) or must obtain license prior to starting employment
- Five (5) years of experience psychiatric evaluations and treatment of patients
- 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 · Experience managing services and scheduling
- Demonstration of specific training or expertise in managing co-morbid psychiatric illness (e.g. clerkship, fellowship, ABPN sub-specialization)

**Preferred Qualifications**

- American Board of Psychiatry and Neurology Subspecialty in Psychosomatic Medicine
- Specific training in Psychosomatic Medicine or Public Health encouraged
- Experience in research setting
- 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.
- 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.
- Comfort with direct supervision of other clinical staff members and team
- Ability to maintain appropriate professional boundaries with all staff, trainees, and patients at all times.
- Ability to participate in quality improvement activities and professional development activities. . 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 physically perform in terms of physical movements, vision, hearing, and speech as outlined in Physical Job Description for Department of Psychiatry staff.
- Ability to work independently, be able to prioritize, and manage time.

**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.**