



**Job Code:** 6208  
**Grade:** K12  
**HCWR:** N

**Job Title**  
Chair of the Department of Radiology

**Department**  
Radiology

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

**Job Summary**

The Chair of the Department of Radiology (Chair) directs overall departmental clinical care and assures its quality as dictated by the principle of good medicine and by the regulation of oversight bodies. The Chair assures smooth integration of departmental clinical and educational programs throughout Cook County Health (CCH). 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**

- Oversees the quality of radiological services rendered to patients. Activities include, but are not limited to:
- Provides oversight of delivery of medical care by clinical staff;
- Collaborates with infection control, safety, risk management to ensure environmental/patient safety
- Develops and monitors processes that ensure timely patient care coordination and communication with other departments
- Oversees the department's quality improvement program (clinical and operational measures);
- Provides oversight for utilization and risk management activities.
- Develops and updates medical care protocols and procedures.
- Ensures continuous readiness and provides a leadership role for accreditation and other regulatory compliance visits
- Provides administrative leadership support to the COO, Hospital Services, Executive Medical Director, and CEO, CCH. Activities include, but are not limited to:
- Collaborates in ensuring the viability of the organization through the development of the annual budget and adherence with budgetary guidelines
- Oversees provider productivity
- Evaluates patient throughput, develops and implements improved processes
- Promotes and monitors billing/coding accuracy and other compliance activities
- Participates in clinical and administrative staff recruitment, orientation and performance evaluation, issue resolution
- Assists with the development, implementation and evaluation of departmental and organizational policies and procedures
- Chairs and/or attends administrative meetings
- Leads strategic planning for the department, ensuring coordination and compatibility with the CCH strategic plan. Activities include, but are not limited to:
- Development of staffing plans and educational programs
- Capital equipment planning
- Information systems development and implementation, including the electronic health record, scheduling and other operational systems
- Managed care program planning



**Typical Duties**

- Operational needs assessment, gap analysis and program development
- Maintains an active clinical load of at least 20%

**Minimum Qualifications**

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Licensed physician in the State of Illinois
- Board Certified by the American Board of Radiology
- Five (5) years of work experience after residency training as a practicing physician, clinician educator, or clinician researcher
- Three (3) years of supervisory and administrative experience
- Evidence of excellent communication skills and professionalism

**Preferred Qualifications**

- Experience in supervising residents/students
- Experience at a public hospital
- Research experience

**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



**Knowledge, Skills, Abilities and Other Characteristics**

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.**