



Job Code: 6217
Grade: K12
HCWR: N

Job Title

Chair of the Division of Interventional Radiology

Department

Radiology

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

Job Summary

The Chair of the Division of Interventional Radiology (Division Chair) is responsible for organization and progressive development of the division of Interventional Radiology and supporting the continued provision of quality interventional procedures and angiographic imaging examinations and interventions for patients in Cook County Health (CCH) including CT and MR angiography. The Division Chair is responsible for the supervision, performance and interpretations of interventional radiology examinations obtained throughout CCH. Responsibilities will include review and development of interventional protocols and imaging protocols for angiographic examinations to include conventional angiography, CT and MR angiography. The Division Chair is responsible for setting division policy and procedures and working cooperatively with administrative staff to optimize efficient workflow and consistent safe patient care.

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 credentialed providers and other division staff members.
- Provides leadership oversight and guidance to and ensures the quality of patient care delivered by the department's clinical staff with privileges. Promptly responds to patient complaints and concerns.
- Ensures the timely completion of ongoing and focused professional evaluations for all credentialed providers.
- Assumes responsibility for compliance of the division with regard to quality assurance, risk management, academic, and clinical responsibilities.
- Collaborates with administrative, nursing and any other clinical disciplines to ensure effective and efficient patient care
- Supervises the experiences of residents and/or fellows, students or other trainees who may be periodically assigned to the division.
- Educates, supervises and evaluates residents and/or fellows assigned to all Interventional Radiology services and participates in the organization and development of relevant teaching activities, as assigned
- Participates in the education, evaluation and supervision of medical students from affiliate medical schools and universities as assigned.
- Responsible for evaluating and managing the educational (including medical students, residents and/or fellows and continuing education) activities of the department
- Responsible for monitoring the budget for the division.
- Participates in other administrative responsibilities at departmental or institutional level as assigned by the Department Chair, or hospital medical director.
- Conducts regular division staff meetings.
- Assists the Department Chair with the development and implementation of strategic staffing, patient care and operational initiatives.
- Provides direct patient care as an attending physician.
- Participates in core academic, clinical and administrative activities and maintain their skills based on measurable local and national standards.
- Demonstrates and maintains attitudes, behaviors, knowledge, and skills necessary to work respectfully and effectively with patients and staff in a culturally diverse work environment.
- Participates in ongoing education and training in culturally competent service delivery, including language training if working with high numbers on non-English speaking patients.



Typical Duties

- Utilizes interpreter services appropriately, never use minors for this purpose, and only use family or friends of the patient to interpret when the patient request it.
- Performs other duties as assigned.
- Interprets imaging studies in a timely manner.
- Completes procedure reports in a timely manner.
- Dictates final reports in a timely manner to support reviewed studies
- Maintains productivity related to assigned duties
- Supervises Radiology residents and technologists when appropriate
- Reviews Radiology resident preliminary reports, approve or correct as necessary
- Participates in the education of residents, organize goals and expectations of the Interventional Radiology rotation including, didactic lecture preparation
- Provides radiologic consultative services for other clinical departments within the system
- Participates in multidisciplinary conferences as assigned
- Performs procedures in areas where clinical privileges are granted
- Provides coverage to the various areas of the department and system as requested by the Chair
- Takes calls assigned by the department Chair including remote review of studies.
- Maintains educational environment conducive to educating the residents
- Coordinates interventional services throughout the system and unifies policies and procedures
- Evaluates and participates in designing specifications for equipment, supplies, or services.
- Oversees and maintains continued safety and quality assurance programs specific to the area of Interventional Radiology.
- Oversees and maintains accreditation of services in Interventional Radiology.
- Complies with departmental and institutional policies and accept academic, clinical and administrative assignments as per hospital bylaws as well as external regulatory bodies
- Participates in Quality Assurance/Process Improvement activities, didactics and clinical case conference.
- Attends core departmental educational or Quality Assurance conferences.
- Responsibilities will be defined by the Department Chair, which includes call coverage.
- Must maintain an active clinical load of at least 80%.
- Performs other duties as assigned

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university or foreign equivalent
- Successful completion of an Accreditation Counsel for Graduated Medical Education (ACGME) accredited Diagnostic Radiology residency or Interventional Radiology residency and fellowship or equivalent in the United States
- Current and valid Illinois controlled substance license or must obtain license prior to starting employment
- Current and valid Federal DEA license or must obtain license prior to starting employment
- Licensed physician in the State of Illinois or must obtain license prior to starting employment
- Board Certified by the American Board of Radiology



Minimum Qualifications

- Five (5) years of work experience in the practice of Interventional Radiology. At least two (2) years of this experience must have taken place in an institution in which there is active training of residents and/or fellows.
- Two (2) years of work experience in administering clinical, educational, quality assurance or research programs related to Interventional Radiology
- One (1) year of experience serving as a Program Director, Associate Program Director, or Assistant Program Director
- Valid Advanced Cardiovascular Life Support (ACLS) certification
- Must be able to interpret CT angiography and MR angiography
- Must be able to perform a wide variety of interventional radiology procedures

Preferred Qualifications

- Experience as a lead physician or section/division chair in Interventional Radiology
- Recent (last 36 months) diagnostic radiology research or publishable scholarly activity
- Selected as Diagnostic Radiology Chief Resident within and ACGME approved Diagnostic Radiology Residency Program
- Participates in activities demonstrating service to women's health or underserved populations

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of quality assurance principles and guidelines
- Working knowledge of Microsoft Office 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



Knowledge, Skills, Abilities and Other Characteristics

- 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.