



Job Code: 6220
Grade: K12
HCWR: N

Job Title
Chair of the Department of Trauma and Burn
Services

Department
Trauma and Burn

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

Job Summary

The Chair of the Department of Trauma and Burn Services Active participates in and successfully leads the Department of Trauma and Burn Services and all clinical and administrative activities associated with this position. The Chair is responsible for the day-to-day operations of the department and for ensuring the quality of care provided by the department's clinical staff.

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

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

- Clinical duties include:
 - Primary assessment and resuscitation, operative management, critical care, in-hospital and follow up care of trauma patients.
 - 24-hour in-house call 1-2 times per week, including weekends and holidays
 - Resuscitation and evaluation of all trauma patients when on call
 - Acute and elective trauma operations on call days and as needed
 - Critical care and in-patient management
 - Follow up clinic
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 - Maintains an active clinical load of at least 20%
- Departmental administrative duties include:
 - Maintaining state Illinois Department of Public Health (IDPH) mandated trauma registry
 - Complying with all state trauma regulations required to maintain level 1 trauma status
 - Overseeing staff scheduling and Quality Assurance (QA)
 - Prepares operating budget and capital budget, oversee professional billing and research grants.
 - Organizing the annual Trauma Symposium
 - Resident and student education
 - Maintains confidentiality of patient information per HIPAA, sensitive information, i.e., FMLA, and disciplinary action
 - Communicates and collaborates with all hospital administrators, all departmental chairs, director of nursing, local EMS, regional and state trauma directors, local and national media, Chicago Police and Fire, Gift of Hope and pastoral services for the purposes of trauma operations and regulatory compliance.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Illinois and Federal controlled substance license or the ability to obtain prior to starting employment
- Licensed as a Physician in the State of Illinois or the ability to obtain prior to starting employment
- Board Certified in General Surgery
- Board Certified in Surgical Critical Care
- Seven (7) years of Trauma and Burn experience
- Five (5) years prior experience as Division head or in a supervisory role over trauma surgery attending physicians,
- Two (2) years of experience with resident and student education
- Current experience in a trauma leadership role in Level 1 or Level 2 center
- Currently practicing in surgical critical care
- Recent burn care experience
- Eligible for academic appointment at the level of at least associate professor



Preferred Qualifications

- Advance Trauma Life Support Instructor
- Trauma Surgery Fellowship
- Active involvement in national trauma societies

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrates sensitivity and respect in caring for patients and in dealing with clients of diverse backgrounds.
- Strong interpersonal skills
- Written and verbal communication skills
- Analytical skills, problem solving skills:
- Conflict management skills:
- Strong decision-making skills:
- Flexibility and adaptability in performing work duties:
- Ability to take 24-hour in house call 6 times a month on average including weekends and holidays and perform any necessary surgical or critical care interventions necessary during that period.

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.