



**Job Code:** 6248  
**Grade:** K12  
**HCWR:** N

**Job Title**

Chair of the Division of Musculoskeletal Imaging

**Department**

Radiology

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

**Job Summary**

Under the direction of the Chair of the Department of Radiology (Chair), the Chair of the Division of Musculoskeletal Imaging (Division Chair) is responsible for the supervision and interpretations of musculoskeletal imaging studies obtained within the department and Cook County Health (CCH). The Division Chair is responsible for the organization and professional development of the division of Musculoskeletal Imaging and to support the continued provision of quality musculoskeletal imaging examinations and interventions for patients throughout CCH. Assessment of staffing, equipment and supply needs is expected for the division and elsewhere throughout CCH. The Division Chair will participate in the hiring and evaluation of the physician staffing the division

**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**

- Responsible for the organizational and development of the division of Musculoskeletal Imaging
- Supports the continued provision of quality musculoskeletal imaging examinations and interventions for patients
- Reviews and developments imaging protocols for musculoskeletal X-Ray, CT, Ultrasound, and MRI
- Participates in the assessments of quality musculoskeletal imaging interpretation from other physician staff in the Department of Radiology
- Provides evaluation and feedback during semi-annual evaluations of radiology staff
- Ensures oversight and quality of assessment of staff, equipment, and supply needs within the division and throughout CCH
- Follows department and CCH policies
- Interprets imaging studies 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 technologies when appropriate
- Reviews Radiology resident preliminary reports, approve or correct as necessary
- Participates in the education of residents, organize goals and expectations of the musculoskeletal Imaging 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
- Participates in departmental and/or system wide quality improvement/assurance efforts as assigned
- Maintains educational environment conducive to educating the residents
- Coordinates musculoskeletal imaging services throughout the system and unifies protocols related to performing musculoskeletal imaging examinations at the multiple sites
- Evaluates and participates in designing specifications for new equipment or services
- Oversees and maintains continued safety and quality assurance programs specific to the



**Typical Duties**

area of Musculoskeletal Imaging

- Oversees and maintains accreditation of services in Musculoskeletal imaging
- Maintains 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
- Successful completion of an Accreditation Counsel for Graduated Medical Education (ACGME) accredited Diagnostic Radiology residency
- Licensed physician in the State of Illinois
- Board Certified by the American Board of Radiology
- Completion of a Musculoskeletal Imaging Fellowship in the United States
- Two (2) years of work experience after residency training as a practicing physician, clinician educator, or clinician researcher
- One (1) years of supervisory and administrative experience
- Must have general radiology experience and be able to interpret a variety of general diagnostic imaging studies including CT, MRI and US of all parts of the body.
- Must be able to interpret all types of Musculoskeletal CT and MRI examinations including performing arthrography

**Preferred Qualifications**

- Experience as a lead physician or section/division chair in Musculoskeletal Imaging
- Experience interpreting PET/CT examinations
- 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 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



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

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 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.**