



**Job Code:** 6512

**Grade:** K12

**HCWR:** N

**Job Title**

Director of Renal Procedures

**Department**

Medicine/Nephrology

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

**Job Summary**

The Director of Renal Procedures provides overall leadership and continuing development of the Division of Nephrology procedure service. Monitors performance, training and supervision of all renal division staff and fellows in renal procedures. Provides subspecialty-level consultative and direct care to a wide array of adult patients with complex medical problems confirmed or suspected to be caused or complicated by renal diseases. Participates in systematic efforts to improve patient care and medical training through administrative leadership and active participation in multidisciplinary quality improvement activities.

**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**

- Directs the ongoing development, growth, and oversight of the renal procedure service; ensures the adherence to established guidelines for performance of all renal procedures
- Provides direct supervision and training of medical students, residents, and renal fellows, including procedure service
- Conducts regular evaluation and feedback sessions with procedure staff to improve and maintain staff competencies
- Provides reporting on ultrasound images captured during renal biopsy procedures and stored in the radiology PACS system
- Leads the renal biopsy conferences in collaboration with the renal pathologist and facilitates the process for CME activity
- Provides direct and consultative renal care in the inpatient and outpatient sites for Cook County Health (CCH)
- Collaborates in root cause analysis of any complications arising from a renal procedure
- Establishes continuous performance and quality improvement process involved in renal procedures; participates in the development of appropriate protocols to ensure the safety of all renal procedures
- Coordinates the procurement and maintenance of equipment and supplies for the renal procedure service
- Attends and participates as a presenter or discussant in weekly case and didactic conferences, including weekly Grand Rounds conferences organized by the Department of Medicine
- Participates in the curricula development supporting the training and education of Renal fellows, residents, and medical students
- Serves as a role model in consistently providing effective and compassionate patient care; adhering to policies; and manifesting respectful and professional behavior, scholarly inquiry and commitment to self and institutional improvement
- Attends and participates in divisional and departmental administrative meetings
- Maintains an active clinical load of 70%
- Performs other duties as assigned by the Division and/or Department Chair

**Minimum Qualifications**

- Medical Doctor (MD) from an accredited medical college, university, or foreign equivalent



**Minimum Qualifications**

- Must be licensed as a Physician in the State of Illinois or must obtain license prior to starting employment
- Valid Illinois Controlled Substance License or must obtain license prior to starting employment
- Valid licensure with the Federal Drug Enforcement Administration (DEA) or must obtain license two (2) weeks prior to starting employment
- Board Certification in Nephrology
- Must have formal training in an accredited renal ultrasonography course with supervised performance and interpretation of a minimum of forty (40) renal ultrasounds at completion of the training
- Two (2) years of prior experience instructing renal fellows in performance of ultrasound guided kidney biopsies

**Preferred Qualifications**

- Renal Ultrasound certification from American Society of Diagnostic and Interventional Nephrology (ASDIN) or eligible for certification within a year.
- Experience in Point of care renal ultrasound imaging

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

- Knowledge of the principles and methods of training medical staff to ensure standard of care
- Current knowledge of challenges faced by the complex medical problems confirmed or suspected to be caused or complicated by renal diseases
- Knowledge of the principles and practices of medical research
- 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 customer service and empathy skills
- Demonstrate infection control practices
- Demonstrate superb hand washing and sanitizing practices
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolutions skills
- Strong attention to detail, accuracy, and precision
- Demonstrate the ability to work effectively in a wide variety of ambulatory and inpatient clinical settings, and with patients, trainees, colleagues, and other healthcare workers from a broad spectrum of socioeconomic, racial, and ethnic backgrounds
- Demonstrate the ability to develop and manage CCH system policies and procedures in nephrology
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to work and make sound judgments in a stressful and fast paced environment.
- 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



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

- Ability to perform accurate and reliable mathematical calculations
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor and temperature and follow hospital protocol
- Ability to meet department and divisional productivity thresholds
- Ability to meet appropriate confidentiality standards for protected health information (PHI)
- Ability to work flexible hours including weekends, evenings and holidays as needed
- Must be able to travel to work sites throughout Cook County

**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.**