Job Title: Attending Physician XI-SC

Department: Obstetrics and Gynecology

Job Summary:
Under the direction of the Chair and the Division Chair of the Department of Obstetrics and Gynecology, helps ensure that the division provides a level of care that is of the highest quality, meeting both national and local standards of care. Helps provide active, ongoing participation in quality and safety activities. All procedures and/or treatment of conditions are performed within responsibilities as established at time of appointment. Assignments will be based on departmental needs as determined by the Departmental Chair and will require travel to work sites throughout the Cook County Health & Hospitals System.

Typical Duties:
- Performs only such procedures and/or treat only such conditions as were approved at the time of appointment/reappointment
- Participates as a clinician in the diagnosis and treatment of women as assigned
- Participates in core academic, clinical and administrative activities weekly
- Treats and/or performs procedures for conditions that were approved at time of appointment/reappointment
- Functions as a clinician in the diagnosis and treatment of obstetrics and gynecology patients.
- Participates in patient care duties which may include a complete range of clinical responsibilities related to the Department of Obstetrics and Gynecology
  - Ambulatory Clinic Sessions: 3-4 times per week
  - Operating Room Sessions: as assigned
  - Labor and Delivery coverage and in house shift coverage as assigned
- Participates in a minimum of 50 hours category I continuing medical education (CME) specific to Obstetrics and Gynecology and maintain certification in Obstetrics and Gynecology and/or their respective subspecialty.

Reporting Relationships:
Reports to the Departmental Chair and Division Chair of the Department of Obstetrics and Gynecology

Minimum Qualifications:
- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Licensed as a Physician in the State of Illinois or the ability to obtain prior to starting employment
- Illinois and Federal controlled substance license or the ability to obtain prior to starting employment
- Successful completion of an ACGME accredited or equivalent residency program in Obstetrics and Gynecology or the ability to obtain prior to starting employment
Minimum Qualifications continued
- Board Certification in Obstetrics and Gynecology with maintenance of certificate or active candidate for certification per the policies and procedures of the American Board of Obstetrics and Gynecology or the ability to successfully complete prior to starting employment

Knowledge, Skills, Abilities and Other Characteristics
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPPA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Knowledge of the principles and methods of training medical staff to ensure standards of care meet or exceed expectations
- Working knowledge of Microsoft Office Suite and electronic medical record
- Basic knowledge of QA guidelines and/or requirements
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrated attention to detail, accuracy and precision
- Demonstrated ability to make appropriate and timely decisions
- Ability to respond with promptness and dedication to periodic emergency requests
- Ability to prioritize, plan, and organize projects and tasks
- 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 ascribe to the basic tenets of professionalism
- Ability to travel to various locations within the Cook County Health & Hospitals System

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.

Approval: Edward Linn
Medical Department Chair – OB GYN

Date

Approval: Claudia Fegan
Chief Medical Officer

Date

Approval: Gladys Lopez
Chief Human Resources Officer

Date

Job Code: 6545
12/11/2017

Initials: 20/20