

*JK R Keen*  
Q-1116

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 6547  
Grade: K  
FLSA: Exempt

**Standard Job Description**

**Job Title**  
Attending Physician XII-SC  
Oral Maxillofacial Surgeon

**Department**  
Surgery

**Job Summary**

*John H. Stroger, Jr. Hospital (JHSH) of Cook County is a flagship of the Cook County Health & Hospitals System (CCHHS). The Level I Trauma Center is one of the most respected in the nation. The hospital treats over 150,000 emergency room patients annually. It is home to more than 300 attending physicians along with more than 400 medical residents and fellows.*

The Attending Physician XII Oral Maxillofacial Surgeon will provide both clinical and surgical services to the patients of CCHHS and participate in the on-call schedule as specified by the Division Chief. Supervises Fellows, Residents, Medical Students, Mid-Level Practitioners and Ancillary Personnel; Partakes in clinical trials, conducts research, and serves on administrative committees. Adheres to all federal, local and department rules and regulations while upholding the highest standards of professionalism, maintain fiduciary responsibility to CCHHS and perform all other related duties assigned by the Division or Department Chair.

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

**Typical Duties**

- Provides diagnostic and treatment services to patients including benign and malignant disease
- Completes medical records in a timely manner
- Works a minimum of four (4) clinical days per week and 2080 hours per year for CCHHS, or the equivalent as specified by the Division Chief and Department Chair
- Participates in the on-call schedules as determined within the Division
- Participates in the education of medical students and residents rotating in the Division
- Responds promptly to all on-call queries from Residents and Fellows; communicates directly with other Attending Physicians and Surgeons as necessary to support patient care
- Communicates promptly to the Division Chair all information necessary for the creation of assignments
- Acts with courtesy and collegiately and upholds the highest standards of professionalism in all arenas as representative of the Surgical Services as a whole
- Participates in ongoing clinical trials and investigation offered in the Division
- Participates in administrative committees service the department and Hospitals as schedule permits
- Works with the Division to develop new programs and procedures that enhance patient care
- Performs research activities and follows all ethical guidelines, as coordinated with and approved by the Division Chair and approved by the Institutional Review Board (IRB)

### **Typical Duties continued**

- Attends Mortality and Morbidity conference as needed, as well as required Division and Department meetings on a regular basis and in accordance with established attendance benchmarks
- Requests appropriate specialty consultations, and performs inpatient rounds, and required Resident teaching sessions as assigned and as clinical needs dictate
- Participates in Quality Assurance activities as assigned
- Performs other duties as assigned

### **Reporting Relationships**

Reports to the Medical Division Chair X, Oral Maxillofacial Surgery

### **Minimum Qualifications**

- M.D. or D.O. degree from an accredited medical college or university
- Licensed as a physician in the State of Illinois
- Board Certified in the relevant specialty of Oral Maxillofacial or must be in a pathway leading to certification within 5 years of terminal training
- Successful completion of an Oral Maxillofacial Surgery Fellowship in Head and Neck Oncology, Microsurgery, or Orthognathic Surgery
- Must possess a valid Illinois Controlled Substance License
- Must possess a valid Federal Drug Enforcement Administration License

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

- Current knowledge and skill in the application of the principles and methods of oral maxillofacial surgery to ensure quality and standards of care.
- Knowledge of the principles and practices of medical research to help implement clinical protocols/internal research.
- Knowledge of the principles and methods of training medical staff to ensure standards of care.
- Skill to analyze data/information accurately in order to determine and implement an effective and appropriate course of action.
- Skill to prepare written documents to provide information and/or direction to staff and others.
- Skill to communicate effectively in order to exchange and/or provide information and/or direction to staff and others.
- Demonstrate the ability to follow department specific work rules, hospital and personnel rules.
- Ability to meet requirements of on call schedule if requested to participate.
- Demonstrate attention to detail, accuracy and precision in decision making.
- Ability to adhere to department policies and standards utilizing best practices and the appropriate use of the electronic health record (EHR).
- Ability to maintain a professional demeanor and composure when challenged.
- Ability to follow hospital protocol when exposed to noise, chemicals, disease, blood borne pathogens, patient violence and procedural injuries.
- Ability to work flexible hours including weekends, evenings and holidays as needed.
- Must be able to travel to work sites throughout Cook County.
- Ability to meet department and divisional productivity thresholds.
- Ability to meet appropriate confidentiality standards for protected health information (PHI).
- Ability to provide appropriate patient care while maintaining fiduciary responsibility to 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.

Approval: Richard R. Keen 12-11-16  
Richard R. Keen  
Medical Department Chair, Surgery Date

Approval: \_\_\_\_\_  
Claudia M. Fegan  
Executive Medical Director Date

Approval: \_\_\_\_\_  
Gladys Lopez  
Chief of Human Resources Date