

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



Job Code: 6632
Grade: 24
FLSA: Exempt

Standard Job Description

Job Title
Director of Non-Invasive Services

Department
Cardiology

Job Summary

Under the direction of the Chairman of Cardiology, coordinates and supervises clinical and nonclinical staff in the non-invasive Cardiology area including stress testing laboratories. Performs a variety of responsible and specialized professional duties as an Advance Nurse Practitioner requiring advanced knowledge of patient history and physical assessment and disease management. Supports quality improvement initiatives and reviews outcome-based measures to facilitate needed change. Oversees the proper implementation of various operational and quality improvement initiatives in the non-invasive cardiology, cardiac catheterization laboratory, Cardiology Clinics, Coronary Care Unit, clinical research operation and other clinical cardiology services in the Cook County Health & Hospitals Systems (CCHHS).

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

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 meeting

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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCHHS management policies practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

General Administrative Responsibilities continued

Management

- Contribute to the management of CCHHS staff and CHSS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- 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

- Supervises clinical and nonclinical staff in the non-invasive cardiology area including stress testing laboratories
- Assumes accountability of administrative functions of the units operational and quality improvement initiatives in the non-invasive cardiology, cardiac catheterization laboratory, Cardiology Clinics, Coronary Care Unit, clinical research operation and other clinical cardiology services, as delegated by the unit director
- Interviews, hires, trains and takes disciplinary action as necessary
- Educates to strengthen and develop critical thinking skills in developing strategies to maintain patient safety
- Assumes accountability and responsibility in establishing standards for superior patient care within the non-invasive cardiology area and utilization of evidence based guidelines by staff
- Leads and collects data for quality improvement initiatives in the various clinical areas throughout the Division of Cardiology; facilitates hospital wide innovations at the unit level
- Leads multidisciplinary teams of clinical and nonclinical personnel charged with operational improvement projects
- Assists in policy development and implementation oversight
- Oversees regulatory compliance and participates in accreditation efforts, including Joint Commission, Health Insurance Portability and Accountability Act (HIPAA), Illinois Department of Public Health (IDPH), and other regulatory requirements
- Implements operational or systematic changes necessary for patient recruitment or follow-up
- Acts as a liaison for Cardiology to implement systematic changes aimed at improving patient care or workflow
- Creates constructive partnerships with peers, professional nurses, other disciplines and departments to achieve positive clinical and service outcomes
- Provides logistic support to patient-directed clinical research
- Provides direct patient care in the context of specialized Cardiology non-invasive and invasive procedures
- Performs comprehensive patient history and physical assessment
- Consults with a collaborating physician in Cardiology to conduct screening, interviewing and counseling of patients as well as ordering, monitoring tests and treatments
- Records and bring findings to the attention of a physician and staff
- Establishes diagnosis for common short-term and chronic stable conditions
- Prescribes medications
- Coordinates patient care between Surgical Cardiovascular Service and Cardiology

Typical Duties continued

- Assists physicians in performing non-invasive procedures such as dobutamine echocardiograms, transesophageal echocardiograms and tilt table when needed
- Maintains the emergency medical equipment according to policy and procedures
Performs other administrative or clinical duties as assigned by the Chairman of Cardiology

Reporting Relationships

Reports to the Chair of the Division of Adult Cardiology-Clinical

Minimum Qualifications

- Master's degree from an accredited college or university
- Active License as an Advanced Practice Nurse (APN) – Nurse Practitioner in the State of Illinois
- Active APN Controlled Substance License in the State of Illinois
- Active Drug Enforcement Agency (DEA) number
- Five (5) years of full-time management or supervisory work experience
- Two (2) years of full-time work experience as an Advance Practice Nurse-Nurse Practitioner
- Three (3) years of full-time work experience working in Cardiology conducting Cardiac Stress Testing
- Active Advanced Cardiovascular Life Support (ACLS) certification

Preferred Qualifications

- Bachelor's degree from an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Advanced knowledge of patient history and physical assessment and disease management
- Knowledge and skills in using dobutamine echocardiograms, tilt table, transesophageal echocardiograms and stress testing
- Knowledge base to support and education staff on patient safety strategies
- Knowledge of Joint Commission, Health Insurance Portability and Accountability Act (HIPAA), Illinois Department of Public Health (IDPH), and other regulatory requirements
- Comprehensive knowledge of how to calculate medication dosage
- 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
- Excellent program development, management, and leadership skills
- Strong customer service and empathy skills
- Strong interpersonal skills
- Demonstrate good phone and email etiquette skills with strong response times
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrates sensitivity and respect in caring for patients
- Demonstrate attention to detail, accuracy and precision
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)
- Ability to meet appropriate confidentiality standards for protected health information (PHI)
- Ability to perform accurate and reliable mathematical and budget estimates
- Ability to prioritize, plan, and organize projects and tasks
- 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

Knowledge, Skills, Abilities and Other Characteristics conintued

- 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 see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor and temperature

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:



Rami Doukky
Chair of the Division of Adult Cardiology-Clinical

October 7, 2016

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date