

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



Job Code: 6647  
Grade: K  
FLSA: Exempt

### Standard Job Description

#### Job Title

Academic Leader in Medical Education

#### Department

Obstetrics and Gynecology

#### Job Summary

Under the direction of the Medical Department Chair – OB GYN, oversees activities related to the education/training of undergraduate, post-graduate medical education, and advanced practice students to include the planning of educational goals, development of schedules and completion of evaluations. Assists with the day-to-day operations of all Department/Division activities. Helps ensure that the division provides a level of service that is of the highest quality and comparable to national and local standards of care.

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**

- Provides departmental leadership and oversees activities related to the medical education/training of undergraduate, post-graduate, and advanced practice students/residents on the Obstetrical or Gynecological service, including planning of educational goals, development of schedules, completion of evaluations and working closely with Graduate Medical Education.
- 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 in-patient care duties which may include a complete range of clinical responsibilities related to the Department of Obstetrics and Gynecology including Labor and Delivery coverage
- Participates in Ambulatory Clinic sessions and Operating Room sessions as assigned
- Complies with departmental and institutional policies and accepts academic, clinical and administrative assignments as per hospital by laws
- Adheres to the standards outlined by The Joint Commission, Illinois Department of Public Health (IDPH) and Perinatal Network
- Adheres to basic code of ethics including sensitivity to ethnic diversity and the specific needs of underserved women.
- Participates in mandatory in-house night and weekend call schedule or alternative call schedule.
- Participates in Quality Assurance (QA)/Process Improvement activities, didactics and clinical case conference weekly to meet the minimum requirements for core responsibilities.
- Attends core departmental educational or QA conferences at a level of 80%, unless excused, as required in the full-time teaching category.
- Participates in assignments and/or other administrative responsibilities weekly as assigned by the Department Chair.
- Responds promptly to emergency requests, whether within or directed to the Department of Obstetrics and Gynecology.
- Participates in ongoing education and training in culturally competent service delivery, including language training as needed.
- Ensure compliance with the Accreditation Council of Graduate Medical Education (ACGME).
- Performs related duties as required at all CCHHS clinical sites as assigned.

## **Reporting Relationships**

Reports to the Medical Department Chair – OB GYN

## **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
- Successful completion of an Accreditation Council for Graduate Medical Education (ACGME) accredited or equivalent residency program in Obstetrics and Gynecology
- Board certification in Obstetrics and Gynecology with maintenance of certification or active candidate for certification per the policies and procedures of the American Board of Obstetrics and Gynecology
- Completed Fellowship training in an Obstetrics and Gynecology subspecialty or research
- Valid Illinois Controlled Substance and Drug Enforcement Administration (DEA) License
- Two (2) years of experience supervising and teaching undergraduate, post-graduate medical education, and advanced practice students
- Prior experience working with the Accreditation Council for Graduate Medical Education (ACME)

## **Preferred Qualifications**

- Primary author of at least two (2) peer review publications
- Bilingual in English/Spanish

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

- Knowledge of IDPH patient-safety improvements requirements
- Knowledge of Joint Commission and Perinatal Network standards
- Knowledge of the ACGME and The Accreditation Process
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Working knowledge of Microsoft Office Suite and electronic medical record
- Familiarity of QA guidelines and/or requirements
- Excellent verbal and written communication skills necessary to provide clinical service to all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management, and leadership skills
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision
- Demonstrate the 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 train by presenting concepts and demonstrating tasks
- Ability to ascribes to the basic tenets of professionalism

**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 A Linn 1/3/17  
Edward Linn  
Medical Department Chair – OB GYN Date

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

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