

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



Job Code: 6757
Grade: K12
FLSA: Exempt

Standard Job Description

Job Title
Director, Medical Intensive Care Unit

Department
Medicine

Job Summary

Under the direction of the Cook County Health & Hospitals System (CCHHS) Chair of the Division of Pulmonary Medicine ICU, the Director Medical Intensive Care Unit has the administrative responsibility of managing the Medical Intensive Care Unit. Monitors quality of care, implementation of protocols, participation in hospital wide initiatives and committees as assigned. Collaborates with Nursing leadership and other ancillary services to coordinate delivery of optimal care for the patients.

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

General Management Duties & 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

Management

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

General Management Duties & Responsibilities continued:

- 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 and leads the Medical Intensive Care Unit
- Assists in developing, guiding, managing, implementing, monitoring and enforcing the clinical, administrative, educational, research activities pertaining to the Medical Intensive Care Unit.
- Collaborates on interdisciplinary projects in response to the complexity of patient care demands
- Leads and participates in clinical discussions and staff meetings. Conducts, participates and monitors performance improvement activities.
- Serves as full-time attending physician and actively participates in the day-to-day function of patient care as a primary provider to patients in pulmonary and critical care medicine.
- Performs consultations in the field of Pulmonary, Critical Care and Sleep Medicine both to in-patients as well as in the Ambulatory setting; follow-ups for other patients with potentially life-threatening or unstable conditions and pulmonary diseases as needed.
- Performs only such procedures and/or treats only such conditions as were approved at the time of appointment and/or reappointment and which are matters of record in his/her file in the office of the Medical Director.
- Sets standards and ensures the provision of consistent high quality care to critically ill patients and patients with pulmonary disease by educating, assisting and guiding primary care physicians in the appropriate management of critically ill patients.
- Participates in programs and protocols to ensure appropriate triage, management, and continuity of care for critically ill.
- Participates in the Division performance improvement program and departmental and hospital performance improvement activities. Takes initiative in identifying and correcting system problems related to the care of critically ill patients.
- Participates in appropriate CME activities (at least 50 hours per year).
- Serves as member of the Hospital and system Committees in CCHHS as assigned.
- Takes on other administrative and leadership roles in Pulmonary and Critical Care Medicine as required.
- Performs other duties as assigned by Division Chair or delegate

Reporting Relationships

Reports to the Chair of the Division of Pulmonary Medicine ICU

Minimum Qualifications

- ✓ • Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) degree from an accredited college or university
- ✓ • Licensed as a Physician in the State of Illinois
- ✓ • Valid Drug Enforcement Administration registration
- ✓ • Certification by American Board of Internal Medicine or the equivalent in Internal Medicine.
- ✓ • Certificates in Pulmonary & Critical Care.
- ✓ • Advanced Cardiac Life Support (ACLS) certification

Minimum Qualifications continued

- • Basic Life Support (BLS) certification
- • Five (5) years of experience with Administration in an Intensive Care Unit (ICU) setting
- • Prior experience developing protocols and guidelines
- • Must complete fifty (50) Continued Medical Education (CME) activities per year

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of modern principles, practices and techniques of pulmonary and critical care medicine, equipment, instruments and materials used in procedures relating to the specialty; principles.
- 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
- Ability to diagnose medical or surgical problems and to prescribe treatment for conditions arising within the fields of pulmonary and critical care medicine
- Ability to recommend and oversee the management of pulmonary and critical care
- Ability to collaborate on interdisciplinary projects
- Ability to participate in the activities and educational programs appropriate to the specialty
- Ability to provide supervision and leadership to fellows and residents, attending physicians, nursing, and other support staff within the division
- Ability to take initiative, work with or without direct supervision
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)

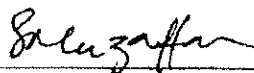
Physical and Environmental Demands

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:



Shirin Muzaffar

Chair of the Division of Pulmonary Medicine ICU

7/12/2016

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date