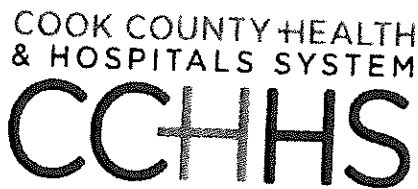


Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 6758
Grade: K
FLSA: Exempt

Standard Job Description

Job Title
Chair of the Section of Palliative Care

Department
General Medicine

Job Summary

The Chair of the Section of Palliative Care maintains clinical excellence, while developing and reporting on innovations in a specialized area. The Section Chair directs an interdisciplinary staff (physicians, advance practice nurses, social workers, chaplain, nurse clinician, and administrative support) who provide ambulatory and inpatient palliative medicine services in the Cook County Health and Hospitals System (CCHHS). These include inpatient consultative services for patients (adults/children) hospitalized at Stroger Hospital; grief counseling for families experiencing a hospital death; advance care planning; outpatient palliative services co-located in various specialty clinics; consultative and primary care for patients with high symptom, complex, chronic illness; home visits; and outpatient paracentesis services. The Section Chair coordinates hospice care for CCHHS patients provided by community organizations. The Section Chair will see patients in the inpatient and outpatient settings.

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

General Management Duties & Responsibilities:

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meeting

Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

General Management Duties & Responsibilities (continued):

Management

- Contributes to the management of CCHHS staff and CHSS' systemic development and success
- Discusses and develops CCHHS system policy and procedure
- Consistently uses 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
- Works with Labor Relations to discern past practice when necessary

Typical Duties

- Participates in strategic planning for all clinical and support services of CCHHS
- Regularly participates in the care of inpatient and outpatients at CCHHS
 - Five half days of direct outpatient palliative care and/or inpatient palliative consultative services during the course of 1 week. (One session as an inpatient consultant is defined as a half day serving as a second attending who will assist the lead attending on the consult service)
 - 10 to 12 weeks per year as lead attending for the inpatient consultative service
 - Occasional weekend work will be required to provide services for inpatient and outpatient care
 - Overall clinical responsibilities will account for 50% of the Section Chief's work effort
- Directs activities for 3 CCHHS Palliative Fellows. The fellowship program partners with Rush Presbyterian's palliative program and an affiliated hospice program. Fellows will work under the direction of the program leadership at CCHHS and each partnering institution. The CCHHS Palliative Section Chief will:
 - Oversee, monitor, or help advise the quality and content of clinical, didactic, and Quality Improvement activities at each site that participates in the program.
 - Select and evaluate performance of fellows and program faculty as appropriate
 - Prepare and submit all information required and requested by the Accreditation Council for Graduate Medical Education (ACGME) and Stroger-GME
 - Implement policies and procedures consistent with the institutional and program requirements for fellows including duty hours and the working environment
- Oversees the quality and patient activities within the section
- Assists the Chair of the Department of Medicine in implementing clinical initiatives that address the healthcare needs of the patient population served by CCHHS
- Establishes clinical performance goals and measures, develops strategies for improving clinical care and incorporates these efforts into discrete quality assurance projects
- Monitors clinical care, teaching and research operations to ensure regulatory compliance
- Directs the work of section members, including physicians, APNs, social workers, chaplains, counselors, and administrative support.
- Provides didactic and supervisory clinical training to medical students, residents and fellows
- Overall administrative and QI responsibilities will account for 30% of the Section Chair's work effort
- Supervises section staff including interviewing, hiring, training, and conducting performance reviews
- Performs other duties as assigned

Reporting Relationships

Reports to the Chair of the Division of General Medicine

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) or equivalent from an accredited medical college or university
- Illinois physician and surgeon license or eligibility to obtain before beginning employment
- Illinois and Federal controlled substance license or eligibility to obtain before beginning employment
- Board Certification in Internal Medicine or Family Medicine
- Board Certification in Hospice and Palliative Medicine
- Three years (3) of work experience in the practice of Palliative medicine.
- Two years (2) of work experience in administering clinical, educational, quality assurance or research programs

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
- Demonstrated attitudes, knowledge, and skills necessary to work respectfully and effectively with patients and staff in a culturally diverse work environment.
- Strong leadership skills
- Demonstrated ability to work in an interdisciplinary team
- Demonstrated ability to utilize an electronic medical record
- Strong written and verbal communication skills
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)

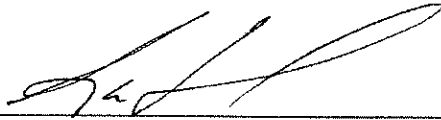
Physical and Environmental Demands

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:



Suja Mathew
Chair of the Department of Medicine

10/11/16

Date

Approval:

Dr. Claudia Fegan
Executive Medical Director

Date

Approval:

Gladys Lopez
Chief of Human Resources

Date