



**Job Code:** 7646

**Grade:** K12

**HCWR:** N

**Job Title**

Associate Chair, Hospital Medicine

**Department**

Hospital Medicine

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

**Job Summary**

The Associate Chair, Hospital Medicine for the Division of Hospital Medicine (DHM) assists the DHM Chair with development and mentorship of faculty, leads quality improvement initiatives, oversees scheduling, and performs other duties as assigned by the Division Chair. Other responsibilities include working as an attending physician hospitalist providing comprehensive care to inpatients of Cook County Health (CCH) hospitals, supervising house staff and teaching medical students at John H. Stroger, Jr. Hospital of Cook County (JSH), and participation in CCH approved projects and/or committees.

**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 meetings

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

*Supervision*

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



### **General Administrative Responsibilities**

#### *Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- 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**

- Participates in the onboarding, orientation, enculturation, and faculty development training for early and mid-career faculty.
- Leads the DHM's Quality Improvement (QI) efforts and initiatives.
- Organizes and/or leading faculty development workshops & efforts within the Division which will improve the ability of hospitalist to administer exceptional patient care and help meet system related goals and initiatives.
- Handles the construction, oversight, and maintenance of all inpatient and service line schedules for DHM hospitalists and Department of Medicine internists working in CCH hospitals.
- Serves as an attending physician hospitalist on inpatient clinical services in JSH and Provident Hospital of Cook County (PHCC).
- Supervises and leads inpatient clinical teams comprised of House Staff and Medical Students.
- Supervises and provides clinical education for house staff and medical students rotating on hospitalists clinical services.
- Develops, revises and implements the DHM policy and procedure manual.
- Performs other duties as assigned by the Division Chair or delegated.

### **Minimum Qualifications**

- Doctor of Medicine (M.D.) or Doctor of Osteopathy Medicine (D.O.) from an accredited college or university
- Licensed as a Physician and Surgeon in the State of Illinois or the ability to obtain prior to starting employment
- Illinois and Federal controlled substance license or the ability to obtain prior to starting employment
- Board Certified in Internal Medicine or must obtain prior to starting employment
- Five (5) years of experience as an attending physician in an academic setting
- Three (3) years of experience in administering clinical, educational, or quality improvement programs in Hospital Medicine



### **Preferred Qualifications**

- Experience with construction and maintenance of physician schedules
- Experience developing or reviewing and updating policy and procedure documents
- Experience with formal leadership training as evidenced by Chief Medicine Residency, Fellowship training or a Master's degree from an accredited college or university

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

- Knowledge of hospitalist physician programs and services
- Knowledge of inpatient quality improvements processes and the ability to implement them
- Excellent program development, management. and leadership skills
- Current knowledge of the principles and methods of hospital medicine to ensure quality and standards of care.
- Knowledge of the principles and methods of training medical staff to ensure standards of care . Demonstrated experience in training faculty and/or residents in the application of quality improvement techniques to patient care
- Strong supervisory and leadership skills necessary to oversee attending physicians
- 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 interest and skills in the practice of hospital medicine
- Strong interest and skills in medical education
- Demonstrate analytical, problem-solving, critical thinking. and conflict management/resolution skills
- Strong organizational skills and mastery of a content domain, as demonstrated by successful quality improvement initiative or program execution
- Ability to treat acutely ill patients in an inpatient setting
- Strong ability to mentor and develop medical professionals
- Strong ability to manage schedules, budget and personnel

### **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.**