



**Job Code:** 7748  
**Grade:** K12  
**HCWR:** N

**Job Title**  
Medical Director, Endocrinology

**Department**  
Medicine

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

**Job Summary**

The Medical Director, Endocrinology (Director) shall engage in the practice of Endocrinology, Diabetes and Metabolic disorders for at least forty hours per week working with adult patients diagnosed with a variety of endocrinology and metabolism problems including diabetes, thyroid dysfunction, thyroid cancer, pituitary, adrenal, parathyroid, and gonadal dysfunction. Clinical activities will take place at John H. Stroger, Jr. Hospital, Health Centers of Prieto, Blue Island Health Center and Provident Hospital and potential other sites in the future as determined by the needs of the Division of the Endocrinology to provide adequate coverage. The Director will be responsible for developing and managing Endocrinology Diabetes and Lifestyle Center in the Provident Hospital campus and in other clinical sites in the South and South Suburban areas.

**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**

- Diabetes Clinics include sessions in general diabetes clinics: Supervises and teaches fellows, residents, and students. Other more specialized diabetes clinics include Type-1 group visits, insulin pump clinics and multi-disciplinary difficult patients' clinic.
- Network Diabetes Program (NDP Clinics): Participates in a supervisory and consultative role for various educational and management activities of APNs and Diabetes educators from the system wide NDP program.
- Endocrine Clinics include sessions of general endocrinology, endocrine tumors clinics, combined pituitary clinics with neurosurgeons, Radioactive Iodine Therapy (RAI) therapy clinic and thyroid biopsy clinic: Supervises and teaches fellows, residents and students.
- Combined Endocrine and Diabetes Clinics include sessions that combine the elements above. This model is used in clinics in the health centers.
- Endocrine and Diabetes in-patients Consultations: Conducts monthly or biweekly rotations while in charge of a consult team to deliver consultative care to hospitalized patients with endocrine, diabetes and metabolic problems.
- Diabetes Quality Assurance (DOA) bi-weekly rotations of supervision of hospital diabetes care using real time electronic review of hospitalized diabetes patients.
- E-Consult management of system and out of system referral (in development)
- Teaching
- Formal teaching sessions to students, residents, and fellows.
- Teaching of health professional including attending and nurse practitioners
- Presentations in hospital and university grand rounds and in national meetings.
- Administrative & Research
- Conducts independent research projects.
- Supervises fellows research
- Applies and administer research grants
- Quality improvement activities in in-patient hospital team
- Develop and conduct QI projects in different areas pertaining to specialty/subspecialty
- Administrative activities. May include but not limited to:
- Responsibilities in the development and supervision of programs in special clinical areas pertaining to the division
- Participation in hospital and CCH committees as requested
- Special ad hoc tasks



**Minimum Qualifications**

- Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) Degree from an accredited medical college, university, or foreign equivalent
- Valid License as a Physician in the State of Illinois or the ability to obtain license prior to starting employment
- Must be Board Certified/Board Eligible in Endocrinology or the ability to obtain prior to starting employment
- Valid Illinois Controlled Substance License or the ability to obtain License prior to starting employment
- Valid licensure with the Federal Drug Enforcement Administration (DEA) or eligible to obtain Federal DEA licensure two (2) weeks prior to starting employment
- At least five (5) years of clinical Endocrinology experience with one (1) year of management and leadership experience in programs related to endocrinology and diabetes

**Preferred Qualifications**

- NA

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

- Knowledge of the principles and methods of training medical staff to ensure standard of care
- Stays abreast of initiatives and clinical policies of Cook County Health (CCH)
- Knowledge of the principles and practices of medical research
- 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
- Demonstrate infection control practices
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolutions skills
- Strong 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 work and make sound judgments in a stressful and fast paced environment
- 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 perform accurate and reliable mathematical calculations
- Ability to see and hear clearly (including with correction)
- Ability to tolerate exposure to unpleasant noise, odor and temperature and follow hospital protocol
- Ability to meet department and divisional productivity thresholds
- Ability to meet appropriate confidentiality standards for protected health information (PHI)
- Ability to work flexible hours including weekends, evenings and holidays as needed
- Must be able to travel to work sites throughout Cook County



**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.**