



Job Code: 7967

Grade: K12

HCWR: N

Job Title

Chair of the Division of Allergy/Immunology

Department

Pediatrics

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

Job Summary

The Chair of the Division of Allergy/Immunology will provide direct clinical care and management to children, adolescent, and adult patients with Allergy-Immunology conditions in the inpatient and outpatient settings throughout Cook County Health (CCH). Supervises residents, medical students, and fellows, as needed. Stays abreast of initiatives and clinical policies of Cook County Health (CCH).

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

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

- Provides leadership, clinical care, research and teaching for the Division of Allergy/Immunology.
- Provides clinical care for pediatric, adolescent, and adult patients with allergy immunology conditions in the inpatient and outpatient settings.
- Collaborates with administrative and nursing staff.
- Participates in clinical research and mentors residents and students in research methods
- Provides allergy immunology education to pediatric and family medicine residents and/or fellows in accordance with the Program requirements of the Accreditation Council of Graduate Medical Education (ACGME).
- Facilitates medical education training in Pediatric Allergy Immunology for medical students and physician assistant students.
- Promotes quality, compliance and patient safety initiatives focusing on evidence-based solutions to minimize risk; works to implement patient safety goals and quality measures.
- Actively participates in regularly scheduled department, hospital, and medical staff meetings
- Actively participates in goals and activities of the Division of Allergy Immunology including administration, productivity, quality, education, and clinical research.
- Maintains an active clinical load of at least 70%
- Performs other duties as assigned.

Minimum Qualifications

- Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) Degree from an accredited medical college, university, or foreign equivalent
- Completion of an accredited residency program in Pediatrics
- Current Pediatric Advance Life Support (PALS) certification
- Current physician and surgeon license to practice medicine in the United States or ability to obtain licenses two weeks prior to starting
- Board Certified in Pediatrics, Internal Medicine or Family Medicine
- Board Certified in Allergy Immunology or Board Eligible and must obtain Board Certified within two (2) years of starting this employment
- Valid Illinois Controlled Substance License or ability to obtain License two (2) weeks 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
- Three (3) years of post-residency clinical experience, in a complex healthcare environment
- One (1) year administrative and management experience

Preferred Qualifications

- One (1) or more years of experience working with underserved populations in an urban environment
- Bilingual

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of the principles and methods of training medical staff to ensure standard of care



Knowledge, Skills, Abilities and Other Characteristics

- Current knowledge of challenges faced by the adolescent and young adult population
- 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
- Provides direct clinical care to adolescent and young adult patients ages 12-24 years Including transgender youth
- 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

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.