# COOK COUNTY HEALTH

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| **Job Code:** | 8010 |
| **Grade:** | 24 |
| **HCWR:** | N |

| **Job Title** | **Department** |
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| Chief Medical Information Officer | Medical Administration |

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

## Job Summary

The Chief Medical Information Officer (CMIO) serves as a bridge between Physician leadership and information technology (IT) to develop and manage Cook County Health (CCH) medical information systems and tools. Develops and analyses data to identify mechanisms for improving information technology (IT) functions in all areas of the clinical care process, such as electronic health information systems, quality of patient care assessments, health economics and business analytics. The CMIO partners with Physician Leadership to identify technology solutions that will improve safety, quality, patient and family satisfaction, provider and staff satisfaction and increase efficiencies in the delivery of care. In this role, leads change management initiatives within the provider community to increase the acceptance of new or evolving information systems. As the interface with IT, translates clinical requirements into IT system specifications that maximize current technology and resources.

## 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

- As a change management leader, drive organizational and infrastructure enhancements to improve IT systems and tools for Physicians and other Medical Staff
- Supports Physician leadership as it navigates the introduction of new processes/procedures to drive clinical quality improvements and patient/physician experience at CCH
- Leads the effective integration and enhancements of the electronic health records systems such as computerized physician order entry (CPOE) systems and patient portal access for all clinical settings
- Sets priorities for medical information systems and leads the development of clinical information systems that assist physicians and medical staff in the delivery of patient care and medical research
- Develops understanding of physicians/clinical needs and builds relationships with physicians to increase acceptance, adoption and use of technology systems and tools
- Represents the IT requirements of the Physician Leadership team and Physician community and serve as an advocate with Hospital Leadership and IT to prioritize medical information and system needs
- Engages appropriate resources and leaders to address and resolve issues that are barriers to clinical performance
- Advises Leadership on the impact of regulatory and compliance requirements on information systems and tools and develops appropriate policies and practices
- Leads the development of data/ analytics to assist in the process of refining and implementing clinical decision support.
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- Leads the development of data/ analytics to assist in the process of refining and implementing clinical decision support.
- Performs other duties as assigned by the Chief Medical Officer or Chief Information Officer

## Reporting Relationship

The Chief Medical Information Officer has a matrix reporting structure reporting both to the Chief Medical Officer and the Chief Information Officer.

## Minimum Qualifications

- Doctor of Medicine (M.D.) or Doctor of Osteopathy Medicine (D.O.) from an accredited college or university
- Demonstrated health informatics experience including but not limited to implementation of healthcare-related systems, experience performed while serving on relevant committee(s) such as Clinical Documentation Informatics, Clinical Information Systems, Healthcare Information Systems, etc.
- Five (5) years of leadership experience in a healthcare setting

## Preferred Qualifications

- Masters' Degree in Health Informatics or Health Care Administration or advanced training in medical management and informatics
- Licensed as a Physician in the State of Illinois or the ability to obtain prior to starting employment
- Board Certified in their specialty
- Ten (10) years of leadership experience in a healthcare setting
- Prior experience in clinical medicine

## Knowledge, Skills, Abilities and Other Characteristics

- In depth knowledge of clinical information systems and clinical informatics
- Experience with electronic health record (EHR) systems such as Cerner
- Knowledge of current trends in healthcare, clinical systems, information technology and point of care
- Excellent presentation and communication skills to work effectively with a diverse organization
- In-depth knowledge of clinical workflow both inpatient and out-patient settings to develop

## Knowledge, Skills, Abilities and Other Characteristics

appropriate clinical systems and tools
- Experience with leading change through technology
- Prior project management experience leading and managing complex healthcare implementations
- Prior experience with implementation of information tools (e.g., electronic clinical documentation tools)
- Experience in a matrix management model
- Experience in medical informatics, clinical systems implementation, process re-design and change management associated with introduction of IT to clinical culture; familiarity with products and medical informatics trends and tools
- Knowledge of Microsoft Office, Cerner, Siemens, SAS or Stata, SQL Server
- Ability to work collaborative, innovative, and able to build consensus with physicians, hospital leaders, staff and administrators.
- Ability to work with employees, co-workers, patients and clients of diverse backgrounds
- Strong interpersonal skills to interface with management at all levels of the organization and build relationships with external agencies
- Excellent written and oral skills. Ability to prepare written materials/presentations for internal or external use
- Ability to drive change within the physician population
- Ability to analyze and interpret data and workflows effectively, including identification of potential unintended consequences of administrative, policy, and informatics decisions
- Able to listen well and communicate effectively at the interface of the clinical and information technology domains
- Able to negotiate effectively at all levels
- Flexible and able to deal with ambiguity and change

## 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.**

Job Code: 8010     Grade: 24     ID: 493
Direct Appointment