



Job Code: 8011

Grade: 24

HCWR: Exempt

Job Title

Chief Medical Officer

Department

Cook County Health & Hospitals Services,
Administration

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

Job Summary

Under the direction of the Chief Executive Officer, the Chief Medical Officer is responsible for setting the quality agenda and managing the relationships among the various physician/dental activities of the Cook County Health & Hospitals System (CCHHS). Provide leadership in the alignment of physicians/dentists and physician/dental services with CCHHS' strategic plans and clinical program priorities. Lead the development of CCHHS' clinical quality agenda, including consistent performance targets and metrics, setting a standard of care, measuring and improving clinical outcomes, and disseminating best practices. Chair key physician/dental committees aimed at both alignment of clinical programs, integration of standards of care and driving continuous improvement of quality. Serve as primary liaison to the CCHHS Board's Patient Safety and Quality Committee.

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

- Strategic alignment of physician/dental services of CCHHS
- Convene physicians/dentists via identified committees to develop consistent standards for care delivered by any CCHHS affiliated physician/dentist
- Articulate goals for the CCHHS physician/dentist components and networks and defining the benchmarks for measuring success
- Assure the clinical environment in which physicians/dentists practice is supportive of CCHHS' mission
- Work collaboratively with leaders of the medical staff of the CCHHS hospitals
- Define and align physician/dental provider networks throughout CCHHS in support of CCHHS' strategic plan
- Assure representation of CCHHS physician/dental organizations in all facility integration activities
- Facilitate appropriate physician/dental participation to ensure physician/dental perspective and buy-in to networking and new business development activity
- Lead the development of consistent credentialing standards and processes across CCHHS
- Work with all elements of CCHHS with a focus on physicians/dentists to take a leadership role in developing quality metrics based on standards of care quality metrics based on standards of care
- Monitor success to clinical services and work with appropriate leaders to remove barriers and facilitate referrals and patient flow to CCHHS services
- Create a physician/dental leadership plan to identify, develop and mentor future physician/dental leaders across CCHHS
- Develop and implement physician/dental communication strategies that inform, link and bond CCHHS physicians/dentists among themselves and with CCHHS, including forums that promote information exchange and collective purpose
- Assures the ongoing development and implementation of policies and procedures that guide and support the provision of medical staff services across CCHHS
- Coordinates with CCHHS leadership the development of correction action plans for regulatory agencies in the event of adverse findings
- Acts as the primary medical liaison between CCHHS, the entity medical staffs and the CCHHS Board of Directors



Typical Duties

- Assists CCHHS medical directors and CCHHS senior leadership in the development of budgets
- Supports the Quality & Patient Safety Committee of the CCHHS Board
- Establish a close working relationship with CCHHS leadership to assure appropriate attention to the CCHHS' mission and strategy, including but not limited to the Chief Executive Officer, the Deputy CEO of Finance & Strategy, the Deputy CEO of Operations, the Chief Operating Officer of Integrated Care Services, the Chief Nursing Officer and the Executive Director of Managed Care
- Establish a close working relationship with Human Resources/Labor and our union partners
- Perform other duties incidental to the work described herein

Reporting Relationship

The Chief Medical Officer reports to the Chief Executive Officer.

Minimum Qualifications

- M.D. from an accredited medical school
- Current and valid State of Illinois license
- Ten (10) years practice experience in a large group practice and/or an integrated health system
- Five (5) years of leadership experience in complex healthcare organization with demonstrated success in the management of clinical improvement and patient safety
- Five (5) years in a supervisory / management capacity

Preferred Qualifications

- Five (5) years of management experience, in a senior leadership role such as a Medical Director or Chief Medical Officer.

Knowledge, Skills, Abilities and Other Characteristics

- Possesses strong sense of organizational dynamics
- Exhibits problem solving skills and productively manages conflict
- Portrays excellent collaborative and team building skills
- Demonstrates creativity and flexibility
- Recognized as a resource for leading collaborative administrative, medical staff, clinical and non-clinical team discussions
- Requires leadership capabilities that accommodate a complex organization with multiple matrix relationships and which demonstrates strong decisive leadership while encouraging timely consensus building
- Possesses excellent written and verbal communications
- Ability to work as a team member, creating and maintaining effective working relationships
- Ability to understand and apply guidelines, policies and procedures
- Demonstrated strong analytical and critical thinking skills
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint) and data analysis software and tools



Knowledge, Skills, Abilities and Other Characteristics

- Strong problem solving skills and result-oriented mentality
- Demonstrated managerial skills; ability to establish strong working relationships and to lead and motivate teams
- Demonstrated ability to work in a team based environment and collaborate effectively with cross- function teams
- Strong communication skills; ability to communicate effectively with different functions of the organization
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Possesses strong sense of organizational dynamics

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.