



Job Code: 8032

Grade: 24

HCWR: N

Job Title

Senior Director of Advanced Practice Providers
(APPs)

Department

Medical Administration

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

Job Summary

The Senior Director of Advanced Practice Providers (APP) services is responsible for the management of the Advanced Practice Providers at the Cook County Health (CCH). Acts as a liaison between APPS, physicians, administration, other departments, and external groups. This position is accountable for strategic planning, coordination of APPs and communication of practices and policies. Collaborates with Medical, Nursing and Ambulatory Community Health Network (ACHN) care leadership on policy development, quality control and compliance. Participates in the annual review of the APPs. In addition, is responsible for performing clinical work and seeing patients.

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

- Assists medical, nursing and ACHN leadership in the recruitment, selection, onboarding and evaluation of APPs. Oversees the training of new APPs on clinical protocols and procedures. Defines job expectations and monitors productivity. Schedules and assigns APPs to maintain appropriate staffing and coverage.
- Participates in development and implementation of quality improvement initiatives. Implements process improvement initiatives and procedures for APPs.
- Develops, reviews and administers policies and procedures. Provides input to improve care processes and patient outcomes.
- Prepares budgets in collaboration with the Chief Medical Officer prepares and defends budgets.
- Ensures compliance with practice standards for the safe delivery and quality of care. Monitors and assures effective and safe implementation of clinical protocols.
- Ensures APPs are compliant with licensure, certification and credentialing requirements and supervision agreements as needed. Assures APPs are in compliance with The Joint Commission, Centers for Medicare & Medicaid Services, Illinois Department of Public Health standards including Occupational Safety and Health Administration. Ensures compliance with quality monitoring reports as required.
- Serves as a liaison to hospital administration for issues related to APPs. Serves as a clinical expert and leadership consultant to the Hospital Leadership team regarding the role of APPs.
- Performs the duties of an APP. Orders, performs and interprets diagnostic and therapeutic tests and procedures. Prepares patient treatment plans and makes appropriate referrals to other healthcare professionals and/or agencies.
- Plans and coordinates continuing and in-service education as needed.

Reporting Relationship

Reports to the Chief Medical Officer

Minimum Qualifications

- A Physician Assistant licensed in the State of Illinois who is a graduate of a Physician Assistant Program approved by the Accreditation Review Commission (ARC) and holds a



Minimum Qualifications

Physician Assistant Master's Degree

- OR
- A Physician Assistant licensed in the State of Illinois who is a graduate of a Physician Assistant Program approved by the Accreditation Review Commission (ARC) with a Bachelor's degree from an accredited college or university and seven (7) years of experience as a Physician Assistant
- Five (5) years' current experience as a practicing APP
- Three (3) years of leadership experience in a healthcare setting

Preferred Qualifications

- Five (5) years of leadership experience in a healthcare setting
- One (1) year of experience working in a unionized healthcare setting
- Basic knowledge of regulatory compliance expectations and standards, such as The Joint Commission, Centers for Medicare & Medicaid Services Conditions of Participation and Occupational Safety and Health Administration

Knowledge, Skills, Abilities and Other Characteristics

- Excellent written and oral communications skills
- Ability to effectively communicate with patients/families, clinical and administrative staff
- Experience in planning, organization, and project management
- Ability to work collaboratively with multiple disciplines
- Respect and sensitivity for cultural diversity and working with employees, co-workers and patients
- Flexible and able to deal with ambiguity and change. Ability to work well under pressure

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.