



**Job Code:** 8034

**Grade:** 24

**HCWR:** N

**Job Title**

Director of Clinical Affairs

**Department**

Administration

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

**Job Summary**

The Director of Clinical Affairs evaluates clinical services to determine the cost benefit of current clinical operations as well as expansion and re-alignment proposals to drive improved clinical services and revenue retention and growth. Responsible for directing clinical department efforts to align with strategic growth initiatives across 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**

- Evaluates clinical department budgets; performs various analyses; assists in the development of financial, productivity, compensation and operational targets and models.
- Collaborates in the development of business, strategic, and growth plans, in the operations of the clinical practice(s) and in relationships and matters pertaining to contracts with CCH, vendors, consultants and others.
- Identifies and promotes ways to continually improve the effectiveness and efficiency of Medical Administration operations.
- Serves as a strategic partner with senior leaders in the planning and implementation of policies, programs, and initiatives that support the primary mission of CCH.
- Reviews, oversees, and coordinates the management, tracking, and reporting of all income for the various clinical components of the department.
- Monitors all clinical departmental revenue and expenses and net financial impact.
- Evaluates and provides recommendations to the Chief Medical Officer on ways to maximize physician schedules, Clinical Administrative Research and Teaching (CART) distributions, productivity relative to relevant industry benchmarks.
- Prepares periodic and ad-hoc business reports and projections.
- Participates in the establishment and implementation of short- and long-range organizational goals, objectives, policies, and operating procedures.
- Monitors and evaluates operational effectiveness.
- Performs other duties as assigned.

**Reporting Relationship**

Has a matrix reporting relationship to the Chief Strategy Officer and to the Chief Medical Officer

**Minimum Qualifications**

- Master's Degree from an accredited institution in Business, Healthcare Administration or related field with five (5) years of experience in a health system environment OR Bachelor's Degree or higher in Business, Healthcare Administration or related field with seven (7) years of experience in a health system environment
- Five (5) years of management experience overseeing clinical staff
- Three (3) years of experience in a physician practice environment

**Preferred Qualifications**

- Prior experience with LEAN/Six Sigma process improvement methodology
- Previous government-based healthcare system experience

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

- Exceptional interpersonal skills, including the ability to establish and maintain effective relationships with patients, physicians, management, staff, and other customers.
- Demonstrated team experience, leadership skills, collaborative approach to solving problems and proven successes in implementation of team goals.
- Must have strong analytical and organizational skills.
- Proficiency in strategic financial and budgetary planning with an emphasis on both physician



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

compensation models and revenue analysis

- Proficiency in accounting concepts, internal controls framework, and financial statement analysis.
- Demonstrates ability to work within tight deadlines and timelines, with proven experience in meeting goals on time.
- Demonstrated customer service skills, including the ability to use appropriate judgement, independent thinking and creativity when resolving customer issues.
- Excellent verbal and written communication skills.
- Ability to use personal computers and select software applications.

**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.**