

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8104
Grade: K12

Standard Job Description

Job Title
Designated Institutional Official

Department
Administration

Job Summary

Under the direction of the Cook County Health & Hospitals System (CCHHS) Executive Medical Director, the Designated Institutional Official (DIO) is institutionally responsible for the oversight of all housestaff, students, and their training programs. In addition to this the DIO is responsible for assuring compliance with institutional and regulatory agencies including, but not limited to, the Accreditation Council for Graduate Medical Education (ACGME), American Osteopathic Association (AOA), Liaison Committee on Medical Education (LCME), National Residency Matching Program (NRMP), Illinois Department of Financial and Professional Regulations (IDFPR), The Joint Commission (TJC), Educational Commission for Foreign Medical Graduates (ECFMG), Health Resources and Services Administration (HRSA) and United States Customs and Immigration Services (USCIS). The DIO promotes quality and safety within each training program through orientation of new residents and students and annual reviews of each program. The DIO is responsible for the oversight of the Training Center and the Academic Library. The DIO supervises employees assigned to work within PER.

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

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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCHHS management policies and practices
- Access and proficiently navigate CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

General Administrative Responsibilities continued

Management

- Contribute to the management of CCHHS staff and CCHHS' systemic development and success
- Discuss and develop CCHHS system policy and procedure
- 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 administrative oversight of housestaff and their training programs.
- Reviews training programs regularly, according to the requirements of the AOA or ACGME.
- Oversees the initiation, approval and maintenance of all affiliation agreements.
- Responsible for the oversight of the processing and coordination of medical students, allied health students and rotating residents from other institutions.
- Writes and submits annual operation and capital budget to realistically meet department goals and objectives.
- Submits annually an Intern and Resident Information Report to Medicare, which provides Medicare with a verifiable account of the training activity of all reimbursed housestaff.
- Keeps Hospital and Medical Administration informed of relevant housestaff and training program issues or problems.
- Keeps clinical and department chairpersons and program directors informed of relevant regulatory issues as well as housestaff and or training problems.
- Chairs the Graduate Medical Education Committee (GMEC).
- Oversees the licensing of all housestaff.
- Oversees the provision of contracts to all housestaff as directed by their program director.
- Oversees the visa status of all housestaff training as non-citizens.
- Oversees the provision of verification of training for graduates of JSH to outside credentialing agencies.
- Attends required administrative and medical staff meetings and contributes to the discussion and resolution of identified problems.
- Oversees the budget and performance of the Academic Library.
- Oversees the certification and recertification of hospital staff in ACLS and PALS via its Training Center.
- Meets regularly with the House Staff Association HSA and attempts to resolve concerns and or grievances of this Union.
- Negotiates with the HSA in the establishment of new Collective Bargaining Agreements.
- Oversees the provision of an institutional orientation to all new housestaff.
- Partners with Risk Management and the Quality Oversight Committee to improve the provision of high quality and safe patient care by all training programs.
- Oversees the supervision of all trainees and presents each training program's supervision policy annually to the Executive Medical Staff.
- Monitors each program's compliance with the JSH Duty Hours Policy.
- Oversees the provision of lab coats and scrubs to all housestaff annually.

Typical Duties continued

- Oversees the provision of graduates a diploma as directed by their program director.
- Provides performance evaluations as required by the department of Human Resources.
- Identifies training and development needs of PER staff and facilitates improvement in these areas.
- Acts as a role model for health professionals in the approach and response to all inquiries and concerns.
- Secures approval of the GMEC for all correspondence with the ACGME (in accordance with their regulations).

Reporting Relationships

Reports to the Chief Medical Officer for the Cook County Health & Hospitals System

Minimum Qualifications

- Must possess a Doctorate degree (M.D. or D.O.).
- Illinois physician and surgeon license or eligibility to obtain license two weeks prior to the hiring date.
- Illinois and Federal controlled substance license or eligibility to obtain license two weeks prior to the hiring date.
- Must possess certification by the appropriate specialty board.
- Five (5) years of experience in medical education.

Knowledge, Skills, Abilities and Other Characteristics

- Basic knowledge of the principles, practices and techniques of the respective medical specialties.
- Thorough knowledge of the educational requirements for each training program at JSH.
- Outstanding interpersonal skills to enable management of conflicts with and between programs and/or trainees and supervisors.
- Excellent written language skills to enable submission of informative, clear and concise reports to regulatory agencies.
- Good presentation skills to enable communication of reports to large audiences.
- Basic knowledge of the United States immigration law to oversee the acquisition and maintenance of visas for trainees.
- Basic knowledge of Human Resources' policies and procedures.
- Excellent organizational skills to enable prioritizing tasks and multi-tasking.
- Strong ability to coordinate and supervise staff in disparate duties.
- Strong sense of customer service and its importance to the department's success.

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.

Approval: _____
Claudia Fegan
Chief Medical Officer
Date

Approval: _____
Barbara Pryor
Deputy Chief of Human Resources
Date