

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



Job Code: 8118  
Grade: K12

### Standard Job Description

**Job Title**  
Medical Director - Regional Center

**Department**  
Provident Hospital

#### **Job Summary**

The Medical Director – Regional Center provides medical leadership for both hospital-based and associated clinic services at Provident Hospital. Develops, guides and manages the clinical, educational and research activities of all providers practicing at this site. Working closely with System-level medical leadership, acts as the on-site supervisor of Provident department chairs and clinic providers and is responsible for monitoring provider productivity and clinical quality.

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

##### *Management*

- Contribute to the management of CCHHS staff and CCHHS' systemic development and success
- Discuss and develop CCHHS system policy and procedure

## **General Administrative Responsibilities continued**

- 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**

- Monitors and coordinates all medical activities of the hospital and clinic including development, implementation and communication of and compliance with operational policies, procedures and programs affecting the medical staff and the delivery of patient care.
- Responsible for ensuring appropriate medical staffing levels for safe patient care.
- Responsible for ensuring provider compliance with County and CCHHS requirements (e.g. dual employment, ethics reporting, annual education, immunization status, vendor relations, etc.).
- Promotes, communicates and monitors a culture of patient safety throughout the organization
- In conjunction with System and on-site medical leadership, establishes short and long-term goals, objectives and programs in accordance with CCHHS strategic plan and medical staff bylaws.
- Provides on-site supervision and evaluation of Provident department chairs and clinic attending physicians.
- Assists System leadership with recruitment of department chairs and clinic attending physicians.
- Reviews the credentials and privileges of all applicants for appointment/reappointment to the medical staff in accordance with medical staff bylaws.
- Executes responsibilities of the role defined in the medical staff bylaws.
- Assists the COO with preparation and management of annual operating and capital budgets.
- Chairs and/or attends administrative and leadership meetings.
- Promptly responds to patient complaints/issues with respect to clinicians.
- Directs QA/QI efforts.
- Serves as the medical liaison between the hospital, clinic and accrediting/regulatory bodies.
- Responsible for regulatory (Joint Commission, etc.) compliance monitoring, auditing, and enforcement.
- Prepares and submits regular performance and/or status reports as required to the CCHHS Board, Medical Staff Committee(s) and CCHHS leadership.
- Oversees Patient Centered Medical Home (PCMH) care coordination.
- Provides on-site medical education to providers. Facilitates and implements programs designed to meet the ongoing continuing education needs of providers.
- Collaborates with administrative, nursing and allied health staff.
- Participates in community-based activities.
- Serves as liaison with medical departments.
- Performs other related duties as assigned.

## **Reporting Relationships**

Reports to the Chief Medical Officer, CCHHS

### **Minimum Qualifications**

- Doctor of Medicine (M.D.) or Doctor of Osteopathy Medicine (D.O.) degree or foreign equivalent
- Illinois physician and surgeon license or eligibility to obtain license two weeks prior to hire date
- Illinois and Federal controlled substance license or eligibility to obtain license two weeks prior to hire date
- Board eligibility or certification in his/her respective medical specialty
- Five (5) or more years of professional experience in the practice of his/her specialty
- Three (3) or more years of experience in leadership within a hospital or complex health system environment

### **Preferred Qualifications**

- One (1) or more years of experience providing medical care to underserved populations preferred
- One (1) or more years of experience with electronic medical record documentation preferred
- One (1) or more years of professional experience in an academic health care environment

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

- Thorough knowledge of management principles and practices
- Strong knowledge of quality assurance principles and guidelines
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPAA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Demonstrated attitudes, knowledge, and skills necessary to work respectfully and effectively with patients and staff in a culturally diverse work environment;
- Working knowledge of Microsoft Office Suite including Word and Excel
- Excellent verbal and written communication skills
- Demonstrate clinical research skills and techniques for extracting and reporting information
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, accuracy and precision in decision making
- Demonstrate the ability to teach, educate (ACGME) and research grant programs
- Demonstrate the ability to prepare annual reports, conduct budgetary planning and management of personnel
- Ability to assign, prioritize, review and evaluate the work of a variety of employees, including internal employees, vendors, consultants, and combinations thereof.
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to adhere to department policies and standards utilizing best practices
- Ability to maintain a professional demeanor and composure when challenged
- Ability to train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical and budget estimates
- Demonstrate superb hand washing and sanitizing practices

**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:

\_\_\_\_\_ Date  
Dr. Claudia Fegan  
Chief Medical Officer

Approval:

\_\_\_\_\_ Date  
Barbara Pryor  
Deputy Chief of Human Resources