

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



Job Code: 8119
Grade: K12

Standard Job Description

Job Title

Medical Director of Employee Health Services

Department

Administration

Job Summary

The Medical Director of Employee Health Services directs the delivery of Occupational Medicine services for all Cook County Health & Hospitals System personnel at all CCHHS locations. Develops goals, objectives and policies that are consistent with CCHHS and the local affiliate's mission. Ensures that the mission and the vision of CCHHS are communicated to all Employee Health Services (EHS) staff members. Develops, guides, manages, implements, monitors and enforces the clinical, administrative, educational, research and personnel activities of CCHHS EHS. Ensures that EHS provides a level of services that is of the same quality comparable to national and local standards of care. Ensures active and ongoing participation in Quality and Safety activities of each facility and CCHHS.

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

The Medical Director of Employee Health Services must be a full time employee; the Director must be an active clinician with no less than 10 -20 % of time dedicated to participation in clinical responsibilities.

- Incorporates the CCHHS mission and vision into the goals, initiatives and policies of the EHS service line.
- Reports to the CCHHS Executive Medical Director for System-wide activities and reports to the local affiliate Chief Medical Officer for EHS activities in the local affiliate facility.
- Participates in the strategic planning for all clinical services in EHS.
- Supervises and coordinates all clinical services in CCHHS provided by EHS.
- Plans the delivery of the health services provided by EHS from a system-wide perspective to address the clinical needs of the CCHHS EHS patient population.
- Develops clinical initiatives that address the health and health care needs of the personnel population served by CCHHS EHS.
- Equitably evaluates and distributes EHS staff and resources based on the clinical needs of the patients at each local affiliate.
- Ensures the appropriate and adequate EHS coverage of each local affiliate's patient population.
- Coordinates and collaborates with senior management at local affiliates to assure that patients who require services not available at specific sites can be directed appropriately to other affiliates in CCHHS.
- Ensures compliance with JCAHO standards and with all other applicable accrediting and regulatory bodies.
- Ensures EHS compliance with CCHHS and local affiliate policies and procedures.
- Supervises and approves all research performed in EHS, assuring that all research is reviewed and approved by the CCHHS Institutional Review Board (IRB).
- Establishes, measures and tracks system-wide accountability and productivity standards and expectations for all providers in EHS.
- Recruits providers that are willing to meet the needs of CCHHS.
- Reviews and approves credentials and clinical privileges for EHS professional staff in CCHHS.
- Develops, implements and manages continuous quality improvement activities of EHS and participates in hospital and CCHHS quality improvement activities and projects, including Provider Performance Evaluations.
- Ensures that professional performance and competence of all individuals in EHS are continuously surveyed and evaluated.
- Presents the EHS Quality Report to the CCHHS Quality and Safety Committee, annually or as requested.
- Develops, reviews, approves and justifies annual budget requests for CCHHS EHS.
- Collaborates with local clinical leadership and senior management at each involved local affiliate site for preparation of budget.
- In conjunction with the CCHHS and local affiliate Chief Financial Officer monitors ongoing expenses and balances of EHS budget.

Typical Duties continued

- Implements ongoing educational activities for all staff in EHS.
- Attends the Executive Medical Staff meetings and participates in EMS committees as assigned.
- Has responsibility for the protection of personnel and patients against hazards and maintenance of proper safety precautions as requested by accrediting and regulatory agencies.
- Attends CCHHS management meetings as requested.

Department Specific Duties and Responsibilities

- Diagnoses and treats occupational illnesses and injuries including acute care cases. Conducts medical evaluations and provides treatment within usual scope of EHS clinical care and treatment including triage, referral follow-up care, ongoing assessment and case management.
- Performs various occupational type medical evaluations including pre–employment, fitness for duty, return to work, work related and non-work related disability evaluations, infection control, and excessive absence evaluations.
- Provides acute care and triage for non-occupational illness and injury cases.
- Conducts substance abuse testing. Functions as Certified Medical Review Officer for substance abuse testing program.
- Supervises preparation of case summaries for Workers' Compensation cases.
- Reviews medical information and responds to inquiries regarding Family Medical Leave Act medical eligibility.
- Refers employees to the Employee Assistance Program as needed.
- Assists in coordination of personnel immunization programs and provides designated immunizations.
- Assists in developing and executing medical surveillance programs in response to potential workplace hazard exposures. Performs workplace risk assessments.
- Provides general direction and supervision to clerical and nursing staff in preparing reports for Risk Management, Occupational Safety and Health Administration Logs and other administrative and compliance reports.
- Participates in the implementation of EHS administrative practices including patient registration, electronic medical record concerns, retrieval of medical information/legal requests, epidemiological tracking and reporting of data, employee safety and security issues, and quality improvement activities.
- Participates in disciplinary and legal case reviews, as requested.
- Coordinates patient care and case reviews, as indicated and authorized, with personal health care providers and government compliance – local, state and federal regulations.

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 ability to obtain license prior to hire date
- Illinois and Federal controlled substance license or ability to obtain license prior to hire date
- Board Certified in Occupational and Environmental Medicine
- Medical Review Officer (MRO) certification
- Seven (7) years of clinical experience as a physician
- Five (5) years of clinical experience in Occupational Medicine
- Three (3) years of supervisory/management experience

Minimum Qualifications continued

- Must be able to travel to work sites throughout Cook County

Preferred Qualifications

- Two (2) or more years of experience working in Employee Health within a large, complex organization
- Advanced Cardiovascular Life Support (ACLS) Certification

Knowledge, Skills, Abilities and Other Characteristics

- Strong interpersonal skills
- Demonstrates sensitivity and respect in caring for patients
- Written and verbal communication
- Analytical skills, problem solving skills
- Conflict management skills
- Strong decision making skills
- Attention to detail
- Work to deadlines
- Flexibility and adaptability in performing work duties
- Strong project management skills
- Emergency response skills
- Ability to use and extract information from electronic record systems (including electronic medical record/EMR) and databases; ability to use applicable specialized software products to support the documentation and reporting functions of the Employee Health Services department

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

