

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



Job Code: 8121
Grade: 24

Standard Job Description

<u>Job Title</u>	<u>Department</u>
Senior Director of Laboratory Medicine	Laboratory

Job Summary

Under the direction of the Chief Operating Officer, Stroger of Hospital and Central Campus, the Senior Director of Laboratory Medicine will be responsible for the oversight of all administrative non-medical laboratory and pathology functions to include, but no limited to human resources, patient affairs, graduate medical education, research operations, regulatory affairs, fiscal management and material management. Included in the responsibilities are planning, directing, coordinating a supervising the administrative and clinical pathology services.

As a senior staff management position the incumbent is responsible for developing the program and policies of the Department of Laboratory Medicine. The incumbent works with the Medical Director, Clinical Directors and directly with medical and dental staff and physicians. The Senior Director exercises a high degree of independent judgement; and receives little direction from Executive Management in non-clinical matters.

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

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

- Directs and supervises the performance of administrative, technical and clerical staff of the Department of Laboratory Medicine
- Provides daily leadership and direction to Department of Laboratory Medicine's Diagnostic Immunology, Bacteriology, Virology, Mycobacteriology, Mycology and Parasitology sections
- Provide expert advice and counsel to Senior Leadership on matters of Cook County Health & Hospitals System (CCHHS) laboratory and pathology services
- Consults with hospital and ambulatory leadership concerning the adequacy and quality of provided laboratory and pathology services
- Ensure that all CCHHS laboratory and pathology departments conform to the Joint Commission's and other accrediting bodies standards, as well as ethical, professional and legal requirements
- Works cooperatively with other clinical and administrative departments as necessary to develop goals and objectives that align with overall hospital goals and objectives
- Participates in the allocation of operating and capital resources to ensure optimum service, research and education operations commensurate with CCHHS mission, vision, values and the strategic plan within the Department of Laboratory Medicine
- Develops strategic objectives for the Department of Laboratory Medicine within CCHHS
- Manages and collaborates coordination, integration and improvement of operational and academic activities for the benefit of patients, students, staff and faculty
- Develops annual goals and objectives for the Department
- Coordinates and develops a short term and long term strategic plan for the department and ensures conformity to the mission, vision and values of the organizations
- Directs activities of the department in compliance with Federal, State and other regulatory/accreditation regulations and standards
- Formulates technical protocols for lab testing and ensures appropriate participation in accepted laboratory proficiency test programs
- Coordinates development of new tests and recommends changes in test menus to meet utilization requirements of clinicians
- Provides consultation to clinicians regarding the medical and pathology interpretation of laboratory test results
- Develops the annual operating and capital budgets for the department
- Provides information relating to Laboratory matters to appropriate public and private groups and individuals
- Attends meetings, training sessions and conferences relating to the department of laboratory medicine and hospital administration as required

Reporting Relationships

Reports to the Chief Operating Officer of Stroger Hospital and Central Campus

Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- Active accreditation as a Medical Laboratory Scientist from the American Society for Clinical Pathology
- Four (4) years director level experience in a health system laboratory/pathology department
- Strong background in Laboratory Services administration
- Working knowledge in a high volume and high activity laboratory department

Preferred Qualifications

- Master's Degree from an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Prior knowledge of regulations and provisions as they relate to laboratory technology
- Knowledge and experience with hospital accreditation and regulatory requirements
- Knowledge of applicable Federal and State laws and regulations related to the healthcare industry
- Ability to balance competing priorities and agendas
- Effective communication skills
- Strong analytic skills
- Effective interpersonal and negotiating skills
- Excellent conflict resolution skills
- Strong delegation skills and the ability to hold subordinates accountable
- Ability to use sound judgement and decision making skills
- Credibility and high integrity
- Ability to build teams and to lead, mentor and develop management
- Ability to work with health system governing body, community organizations and the media
- Creative problem solver, who can manage conflict effectively and in an objective manner; is energized by challenges and change and can conceive of solutions that are with the financial constraints of the organization

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:

Jarrod Johnson
Chief Operating Officer, Stroger Hospital and Central
Campus

Date

Approval:

Barbara Pryor
Deputy Chief of Human Resources

Date