



Job Code: 8131

Grade: 24

HCWR: N

Job Title

System Director of Respiratory Services

Department

Respiratory Services

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

Job Summary

Under the direction of the Chief Operating Officer, Stroger Hospital and Central Campus, the System Director of Respiratory Services is responsible for developing and strengthening a comprehensive respiratory services program comprised of Respiratory Therapy, Pulmonary Diagnostics, and Pulmonary Rehabilitation located throughout Cook County Health (CCH). Works in conjunction with the Division Chair to develop policies and procedures related to the implementation and management of an effective and professional respiratory services program. The System Director of Respiratory Services will collaborate with the Division Chair of Pulmonary and Critical Care Medicine and the senior leadership of various sites to ensure the needs of services are met. Develops and implements strategies aiming to promote the organization's missions and objectives. Provides leadership and guidance to managers and supervisors. The System Director of Respiratory Services will ensure standardization and oversight of operations, including, but not limited to, governing rules and regulations, policy and procedures, professional ordinances, fiscal performance, staffing models, quality improvement initiatives, and standardization of equipment and supplies.

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



General Administrative Responsibilities

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

- Conducts in-services to enhance knowledge and skills relevant to practice. · Enhances job knowledge by participating in educational opportunities; reviewing professional publications, and participating in professional organizations.
- Maintains legal and accreditation compliance concerning federal, state, and local regulations. · Participates on task forces, committees, and various interdisciplinary meetings. · Participates in monthly staff meetings.
- Participates in monthly leadership meetings with to inform, educate, and collect feedback. · Conducts regular meetings with members of leadership (employee rounding) and staff as needed
- Prepares Housestaff and nursing personnel by providing workshops and educational in-services as needed.
- Responsible for overseeing departmental schedules and payroll.
- Develops and implements quality assurance measures, including, but not limited to medication reports, charting accuracy, and appropriate patient care.
- Develops financial strategies for department by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initialing corrective actions; minimizing the impact of variances, in conjunction with leadership.
- Participates in the recruitment of talent.
- Designs and maintains a quality improvement program for all assigned departments. · Oversees of productivity of departments, including personnel and scheduling templates. · Manages staff and leadership, including disciplinary proceedings.
- Participates in the Environment of Care committee. · Performs other duties as assigned.

Reporting Relationship

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

Minimum Qualifications

- Master's degree in healthcare related field from an accredited college or university
- Must be a graduate of an accredited respiratory therapy program
- Eight (8) years full time experience in a clinical role as a Respiratory Therapist



Minimum Qualifications

- Five (5) years management experience in an acute care setting
- Must be currently registered by the National Board for Respiratory Care (NBRC) as a Registered Respiratory Therapist (RRT)
- Must be licensed by the State of Illinois for Respiratory Care Practitioner (RCP)
- Current Basic Life Support (BLS) certification obtained through the American Heart Association

Preferred Qualifications

- Eight (8) years of management experience in an acute care setting
- Two (2) years of experience in a Pulmonary Function role
- Two (2) years of experience a NICU/PICU role
- Neonatal/Pediatric Specialty (NPS) Credential
- Pediatric Advanced Life Support (PALS) Credential
- Adult Critical Care Specialty (ACCS) Credential
- Certified Pulmonary Function Technologist (CPFT) Credential
- Registered Pulmonary Function Technologist (RPFT) Credential
- Neonatal Resuscitation Program (NRP) Certification
- Advanced Cardiac Life Support (ACLS) Certification

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of respiratory therapy procedures, supplies, and equipment
- Knowledge and understanding of Joint Commission standards, Occupational Health and Safety Administration (OHSA), local, state, and federal regulations
- Knowledge of Health Insurance Portability and Accountability Act (HIPAA) regulations
- Knowledge and proficient with using Microsoft Office
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills
- Excellent interpersonal skills
- Demonstrate attention to detail, accuracy and precision
- Demonstrate analytical and organizational, problem-solving, critical thinking and conflict management/resolution skills
- Ability to prioritize, plan and organize projects and tasks
- Ability to multi-task and meet deadlines in a fast paced and stressful environment
- Ability to utilize Microsoft Office
- Ability to adhere to department policies and standards utilizing best practices incorporating the use of electronic health record (EHR)



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.