COOK COUNTY HEALTH

Standard Job Description

Job Code: 8137
Grade: 24
HCWR: N

Job Title	**Department**
Chief Scientific Officer	Research & Clinical Trials

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

Job Summary

The Chief Scientific Officer (CSO) provides leadership and direction through managers and directs the daily activities of clinical research including the collection, documentation, analysis of clinical trial data, and reporting of clinical research data. The CSO oversees the strategic, administrative, operational, and financial initiatives that impact clinical research conducted across Cook County Health (CCH). Collaborates with leaders at CCH and throughout Cook County participating in single and multi-site based human research studies, patient care, information technology, and health data science to evolve the delivery and effectiveness of clinical research.

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

- Leads the development and implementation of the clinical research team, providing strategic direction that aligns with CCH's goals, Objectives, and initiatives
- Provides leadership and direction between patient care and research, research equity, digital strategies that support clinical research and operations that facilitate safety for patients participating in research
- Cultivates key business relationships to strengthen and streamline areas that support clinical researchers
- Reviews, negotiates, and finalizes contractual agreements and budgets between sponsors and other vendors. Directs the development, monitoring, and reporting of project budgets and annual projections. Evaluates potential study protocols for feasibility and cost effectiveness
- Develops processes and procedures focusing on continuous improvement that may include policy development, reporting, and data analytics
- Remains current on local and federal legislation on clinical research and compliance
- Provides leadership for regulatory affairs administration, focused on quality systems and quality assurance in support of clinical research projects
- Assists with the resolution of performance issues (process, efficiency, effectiveness) related to institutional standards for human subject's research
- Collaborates and partners with leaders on matters pertaining to clinical research policies, research opportunities, information technologies, and to develop clinical research relationships across CCH
- Serves as the principal clinical research administration at CCH between leadership, staff, and interested stakeholders
- Responds to changing clinical research administration needs and regulatory demands
- Attends and participates in meetings, committees, or other clinical research related activities
- Performs other duties as assigned

Reporting Relationship

Reports to the Chief Executive Officer-CCHHS

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Seven (7) years of clinical research and/or clinical research administration experience
- Five (5) years of Leadership experience
- Two (2) years of experience managing clinical research projects

Preferred Qualifications

- Master's degree from an accredited college or university
- Prior clinical research experience in a healthcare environment
- Research, clinical, or administration certifications (e.g., NCURA-CRA, SoCRA-CCRP, ACRP)

Knowledge, Skills, Abilities and Other Characteristics

- Working knowledge to develop clinical research strategic plans and work collaboratively with institutional leaders and principal investigators
- Knowledge and understanding of budget, human resources, research operations, compliance, and other relevant clinical research management techniques and skills
- Knowledge of regulatory policies and procedures, as well as knowledge of initiatives, grant, and contract administration
- Excellent verbal, written communication, and interpersonal skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, decision-making, critical thinking, and conflict management/resolution skills
- Ability to define budgetary problems and recommend alternatives requiring a strong budgetary, financial, and statistical expertise
- Attention to detail
- Ability to meet deadlines
- Ability to think conceptually and work collaboratively
- Ability to train by presenting concepts and demonstrating tasks

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.