



Job Code: 8143
Grade: K12
HCWR: N

Job Title
Medical Director-Stroger Hospital

Department
Stroger Hospital

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

Job Summary

The Medical Director- Stroger Hospital provides on-site medical leadership for hospital-based services and leadership support to the ambulatory care operations located at the John H. Stroger Jr. Hospital Central Campus. Working closely with System-level leadership, provides oversight of day to day clinical operations and is responsible for monitoring throughput, provider productivity, compliance and clinical quality.

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

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

- 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 for safe, accessible patient care and appropriate trainee supervision.
- Responsible for ensuring provider compliance with County and Cook County Health (CCH) 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 CCH strategic plan.
- Provides critical input to Chief Medical Officer (CMO) regarding physician leader effectiveness
- Assists System leadership with recruitment of department/division chairs and identification and prioritization of medical staff complement.
- Assists the Chief Operating Officer, Stroger Hospital and Central Campus with preparation and management of annual operating and capital budgets.
- Chairs and/or attends leadership meetings related to hospital and hospital-based service operations and quality.
- Promptly responds to patient complaints/issues with respect to clinicians.
- Directs Quality Assurance/Quality Improvement (QA/QI) efforts.
- In the absence of the CMO, serves as the medical liaison between the hospital, clinic and accrediting/regulatory bodies.
- Responsible for regulatory (Joint Commission, etc.) compliance monitoring, auditing, and improvement related to the medical staffs' functions.
- Assists the CMO with preparation of regular performance and/or status reports as required to the CCH Board, Medical Staff Committee(s) and CCH leadership.
- Develops effective medical orientation, onboarding, and ongoing education for new medical staff and Advanced Practice Providers that assures consistent, reliable processes esp. related to quality, safety, documentation and professional expectations.
- Works with Professional Education Leadership to assure care provided by trainees is supervised in a manner consistent with safe care and all requirements of regulatory bodies and the Accreditation Council for Graduate Medical Education
- Collaborates with administrative, nursing and allied health staff.
- Participates in pertinent committees including those directly interfacing with patient experience and advisory groups.
- Serves as liaison with medical departments.
- Performs other related duties as assigned.

Reporting Relationship

Reports to the Chief Medical Officer



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 specialty
- Three (3) or more years of experience in leadership within a hospital or health system

Preferred Qualifications

- One (1) or more years of experience providing medical care to underserved populations
- One (1) or more years of experience with electronic medical record documentation
- 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
- Demonstrated clinical skills and facility with interpreting and analyzing information
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Demonstrate attention to detail, consistency and patient-centeredness in decision making
- Demonstrate the ability to teach esp. multidisciplinary teams
- 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 staff, vendors, and consultants.
- 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 and value all patient safety 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.