



**Job Code:** 9156  
**Grade:** K12  
**HCWR:** Y

**Job Title**

Residency Program Director, Anesthesiology

**Department**

Anesthesiology and Pain Management

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

**Job Summary**

The Residency Program Director, Anesthesiology (Program Director) is responsible for organizing and implementing the Anesthesiology residency program to assure the residents have adequate guidance and supervision while facilitating the residents' educational, professional, and personal development. The Program Director is responsible for the continued accreditation of the Residency training program and will maintain compliance with Accreditation Council for Graduate Medical Education (ACGME) and GME standards for resident education while assuring safe and timely patient care. The Program Director directly reports to the Chair of the Department of Anesthesiology. The Program Director will direct the associate program directors, attending physicians within the residency program and the program coordinator. The Program Director will serve on the hospitals GME committee and participate in educational work at the hospital academic affiliate. The Program Director provides high quality Anesthesia care for patients presenting for all aspects of anesthesia care, effective supervision for all medical staff on duty in assigned areas, and to provide guidance and teaching for house staff, and students rotating through the department. Responsible for all medical staff actions and all patients seen in assigned areas while on duty. Additionally, provides high quality education to the residents and students rotating through the Department of Anesthesiology Anesthesia.

**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**

- General
- Responsible for all aspects of the Anesthesiology residency training program
- Devotes principal effort to the management and administration of the residency training program, provides continuity of leadership, and fulfill all the responsibilities inherent in meeting the administrative goals of an RRC accredited program in Anesthesiology
- Teaching
- Provides and facilitates resident feedback to Vice Chair and Department Chairman concerning educational activities, as well as oi faculty and residents
- Delivers lectures in Anesthesiology and related fields to residents and Medical Students annually in the core curriculum and departmental lecture series Serves as an integral member of the Residency Selection Committee and actively lead efforts to recruit medical students interested in pursuing anesthesiology as a career
- Scholarly Activity
- Demonstrates active participation in presentations, publications, and other scholarly activity in accordance with the Residency Review Committee's (RRC) Program Requirements for Programs in Anesthesiology
- Maintains membership in the Association of Core Program Directors Anesthesia (AACPD).
- Serves as a mentor for Anesthesia Residents wishing to conduct scholarly activity.
- Demonstrates active participation in continuing medical education
- Demonstrates active participation in state, regional, or national scientific societies in accordance with the Residency Review Committee's (RRC) Program Requirements for Programs in Anesthesiology
- Attends faculty meeting and departmental conferences as directed by the Department Chair.
- Lectures to the residents and medical students
- Participates in research projects and scholarly activities
- Administration
- Develops and maintains required residency documentation needed for the annual ACGME residency surveys and the 10-year site survey
- Identifies faculty to serve in the role of Associate/Assistant Program Director to carry out the functions of Program Director
- Prepares written policies/procedures for resident selection, evaluation and promotion criteria adhering to institutional and ACGME requirements



**Typical Duties**

- Ensures resident evaluations are completed in a timely manner
- Develops Memorandum of Understanding with each educational affiliate institution and assure the rotation meet the curriculum requirements of the program
- Solicits feedback from residents concerning affiliate institution rotations and assessing if ACGME goals have been met
- Provides residents and all program staff with explicit written descriptions of supervisory lines of resident responsibility for the care of patients
- Develops an anesthesiology resident job description and distribute to trainees
- Provides detailed, written plan for achieving resident graduated responsibility
- Provides complete and accurate program information forms to the RRC for appropriate assessment of the program when required
- Notifies RRC, as required, with any change in training program, i.e., leadership, administration, integral institutions, or patient population
- Adheres to RRC requirements for all aspects of the training program
- Maintains a permanent record of evaluation, including final summary evaluation and statement of competency, for each resident and have it accessible to the resident and other authorized personnel
- Delineates academic and administrative requirements of residency
- Monitors effectiveness of residency teaching program:
- Develop a system for tracking resident procedures, ultrasound, and patient follow up
- Monitors resident performance of technical procedures
- Supervise completion of procedure, ultrasound, and follow up logs
- Coordinates resident elective rotations
- Develop a system for tracking resident scholarly activity, and verify that residents complete these requirements in a timely fashion
- Supervises the scheduling of Residents by the Chief Anesthesia Residents
- Assures goals and objectives of the anesthesiology Core Curriculum are met
- Assures greater than 70% resident attendance at all conferences
- Participates in the selection and supervision of well-qualified faculty to teach and supervise the trainees
- Assures affiliate institution has designated, qualified faculty overseeing the training program in this institution and assures appropriate supervision for the trainees
- Prepares (with appropriate faculty input) a written statement outlining the curriculum, and educational goals and objectives with respect to knowledge, skills and other attributes of the program for each level of training, for each major rotation or other program assignment.
- Distributes to applicants, residents and faculty
- Prepares milestone-based goals and objectives for off-service resident rotations
- Provides complete and accurate program information forms to the RRC for appropriate assessment of the program when required
- Assures a quality learning experience for all residents
- Training Environment
- Monitors resident stress, including mental or emotional conditions inhibiting performance or learning and drug- or alcohol-related dysfunction
- Assures timely provision of confidential counseling and psychological support services
- Assures a non-retaliatory environment for trainees to raise issues, concerns



**Typical Duties**

- Adherence to Institutional Policies and Procedures for Graduate Medical Education
- Participates in the Graduate Medical Education (GME) Committee
- Participates in monthly institutional program director meetings
- Prepares for RCC site visit in cooperation with Department of Professional Education
- Cooperates with and participate in the institutional internal review process
- Cooperates with and participate in all institutional requests and policies pertaining to GME oversight
- Communicates program/resident needs to GME, and GMEC as appropriate
- Assures residents meet State, federal and institutional requirements
- Clinical Attending Duties
- Provides anesthetic care throughout the hospital while meeting and exceeding compliance standards
- Provides complete range of anesthetic care to patients including preoperative assessment, intraoperative anesthetic administration and monitoring, and post anesthesia care in compliance with all applicable regulatory standards
- Works independently, supervises residents, and provides medical direction to Certified Registered Nurse Anesthetist's (CRNA)
- Provides anesthesia related care in all dedicated areas of the Operating Rooms (OR), Obstetrics, Post Anesthesia Care Unit, Intensive Care Units and other clinical settings
- Examines patients, obtains medical history, and uses diagnostic test to determine risk during surgical and other medical procedures
- Coordinates and directs work during medical procedures with nurses, residents, CRNA's, medical technicians, and health care providers
- Administers anesthetic or sedation during medical procedures using local, regional, general, and Monitor Anesthesia Care (MAC) types of anesthesia
- Coordinates the administration of anesthetics with surgeons during procedures in the operation room
- Provides and maintains life support and airway management, as needed, and helps prepare patients for emergency surgery
- Determines when patients have recovered, or stabilized enough, to be transferred to Intensive Care Unit, or discharged home following surgery
- Works daily hours, take 1st call (in-house), as well as 2nd, 3rd, 4th, 5th calls or other calls based on OR needs
- Maintains an active clinical load of at least 50%
- Performs all other related duties as assigned by the Department Chair

**Minimum Qualifications**

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited medical college
- Valid License as a Physician in the State of Illinois or ability to obtain license two (2) weeks prior to starting employment
- Valid Illinois Controlled Substance License or ability to obtain License two (2) weeks prior to starting employment
- Valid licensure with the Federal Drug Enforcement Administration (DEA) or eligible to obtain



**Minimum Qualifications**

Federal DEA licensure two (2) weeks prior to starting employment

- Board certified in Anesthesiology
- Completion of an ABEM approved Anesthesia Residency Program with a minimum of five
- (5) years' work within an academic Anesthesiology training program certified by ACGME
- Recent Anesthesia lecture to large academic audience within preceding twelve (12) months

**Preferred Qualifications**

- Three (3) years of experience serving as a Program Director, Associate Program Director or Assistant Program Director
- Recent (within preceding 24 months) Anesthesiology published scholarly activity

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of all Anesthesiology practices and procedures
- 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
- Working knowledge of Microsoft Office Suite including Word and Excel
- Excellent leadership skills
- 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
- Strong interpersonal and empathy skills
- Willingness and ability to work rotating shifts, weekends, and holidays
- Ability to supervise, direct, and review activities of students, residents and physician extenders
- 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 function autonomously and as a team member in a multidisciplinary team
- Ability to see and hear clearly (including with correction)
- Demonstrate the ability to follow department specific engineering, work practice controls and work area safety precautions
- Must follow hospital protocol when exposed to noise, chemicals, disease, blood borne pathogens, patient violence and procedural injuries

**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.**