



Job Code: 9459
Grade: K12
HCWR: N

Job Title

Associate Chair of Anesthesiology & Pain Management

Department

Anesthesiology & Pain Management

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

Job Summary

The Associate Chair of Anesthesiology & Pain Management (Associate Chair) is responsible for the day-to-day operation of the anesthesia team at Cook County Health. The Associate Chair is a senior level professional manager whose scope of activity includes the floor coordinator duty, daily scheduling of anesthesia providers, developing guidelines and managing the medical, administrative, QA, and educational curriculum of all subspecialties of the Associate Chair.

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

- Performs work independently under the general direction of the Chair of the Department.
- Participates in on-call responsibilities.
- Works a minimum of 2080 hours on site with a minimum of 80% clinical activity time unless an alternate arrangement has been approved by the Chair of the Department.
- Continuously surveys the professional performance of all anesthesia providers as part of OPPE/FPPE process.
- Facilitates the orientation, teaching, education, and research programs.
- Assists in the preparation of annual reports, including budgetary planning pertaining to the Department Chair.
- Resolves actual/potential problems in the delivery of anesthesia services.
- Facilitates implementation of applicable Policies and Procedures of the Hospital.
- Responsible for patient care, resident training, daily administrative duties, and conduct quality assurance projects per the needs of the Department Chair and other Anesthesiology Service. The scope of these activities covers hospitalized patients and all phases of ambulatory care. Most of the anesthesiologist's time should be devoted to patient care. The time for administrative duties and quality assurance activities will be offered based on needs of the department.
- Provides anesthetic care throughout the hospital while meeting and exceeding compliance standards.
- Provides a complete range of anesthetic care to patients, including preoperative assessment, intraoperative anesthetic administration and monitoring, and post anesthesia care in compliance with the National Joint Commission Accreditation standards.
- Works independently, supervises residents, or provides medical direction to CRNAs.
- Provides anesthesia-related care in all functional areas of the OR, OB, PACU, ICU ward and other clinic settings when Anesthesia services is requested.
- Examines patients, obtain medical history, and use diagnostic tests to determine risk during surgical and other medical procedures.
- Coordinates and direct work during medical procedures with nurses, residents, CRNAs, anesthesia technicians, and other health care providers.
- Administers anesthetic or sedation during medical procedures, using local, regional, general and MAC methods.
- Coordinates the administration of anesthetics with surgeons during procedures in the



Typical Duties

- operating rooms. Provides and maintain life support and airway management as needed and assists in preparing patients for emergency surgery.
- Determines when patients have recovered or stabilized enough to be sent to ward, ICU or to be sent home following surgery.
- Meets anesthesia-related documentation requirements set forth by the Joint Commission, CMS, and Hospital. Participates in the development and implementation of standards essential to delivery of quality anesthetic care.
- Participates in the safe administration of blood and blood products ensuring that all protocol is followed.
- Instructs in clinical anesthesia for oral surgery residents, surgical residents, anesthesia residents and interns.
- Takes on-call including in-house calls.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from accredited medical college or university
- Illinois physician and surgeon license or eligibility to obtain license two weeks prior to hire date . Board Certified (or Board eligible) by the American Board of Anesthesiology (ABA)
- Completion of Anesthesiology Residency Training in the United States
- Valid Federal Drug Enforcement Administration (DEA) or have the ability to obtain certification prior to starting employment
- Valid Illinois Controlled Substance License or have the ability to obtain license prior to starting employment
- Three (3) years of administrative and management experience in an Anesthesiology department
- Three (3) years in the practice of anesthesia with teaching and research experience
- Three (3) or more years of experience working as a clinical provider
- Prior experience and participation in the activities of appropriate medical societies
- Valid Advanced Cardiac Life Support (ACLS) certification from the American Heart Association

Preferred Qualifications

- Three (3) years of the practice with OR management responsibilities
- Three (3) years of academic involvement in residency or fellowship training

Knowledge, Skills, Abilities and Other Characteristics

- 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
- Strong working knowledge base in anesthesiology and pain management; participates in the development and implementation of program planning, objectives, policies and standards essential to the delivery of quality anesthetic care
- Proficiency in the safe administration of blood and blood products ensuring that all protocol



Knowledge, Skills, Abilities and Other Characteristics

is followed

- Excellent interpersonal communication skills -the ability to establish rapport with families
- Strong written and verbal communication skills
- Strong decision-making skills
- Excellent organizational skills
- Ability to work daily hours, take 1st call (in-house), as well as 2nd, 3rd, 4th, or other calls based on O.R. needs
- Ability to build relationships within the organization and to represent CCH with appropriate outside agencies
- Ability to prepare reports and effectively present information in meetings
- Ability to exercise discretion and make wise decisions
- Excellent teaching and mentoring skills in clinical anesthesia for Oral Surgery residents, Anesthesia residents, and interns
- Ability to handle many simultaneous demands and meet all required deadlines
- Ability to maintain a professional demeanor when challenged
- Ability to perform clinical duties as an anesthesiologist
- Sensitivity and respect in caring for patients and in dealing with patients, family members, trainees, and CCH staff of diverse backgrounds

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.