



Job Code: 9704
Grade: K12
HCWR: N

Job Title

Associate Chair of Medicine, Clinical Service
Integration

Department

Medicine

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

Job Summary

The Associate Chair of Medicine, Clinical Service Integration will provide administrative and clinical support to the Chair of the Department of Medicine (Chair) as a clinical leader to achieve an effective, highly integrated system of acute (in-patient), primary care and specialty care services in an environment that promotes clinical and educational excellence for the next generation of Internal Medicine trainees and contributes to meaningful scholarly activities and professionalism. Under the direction of the Chair, sets guidelines and standards for system-wide delivery of high-quality integrated care and operational excellence. Leads quality improvement activities and provides administrative coverage, when the Chair is not available.

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

- Assists the Chair in the evaluation of the clinical operations and efficiency of all clinical services (acute, primary and specialty care) and focuses on areas requiring negotiation, intervention and problem solving to achieve a highly integrated, efficient, and patient-centered health care delivery system in the department
- Identifies and analyzes the work processes and workflows for the clinical staff in the department and implements appropriate changes to improve effectiveness, standardize productivity, and efficiency that support the overall goal of Cook County Health (CCH)
- Leads the effort to improve patient throughput and patient experience and ongoing quality improvement by developing, implementing, and supporting organizational performance improvement and patient safety initiatives
- Maintains an active clinical load (patient care) of approximately 40% FTE
- Develops a process to track performances and measure clinical productivity and outcomes and system mandated compliance reports
- Develops and implements policies and strategies related to the Department of Medicine as a premier Internal Medicine program for graduate medical education and scholarly activities
- Assists the Chair to assure alignment of clinical, academic and research activities in the Department of Medicine
- Recommends strategy related to development of a diverse, inclusive, and effective clinical workforce
- Participates in strategic planning for all clinical and support services of the department
- Collaborates with the Chair to develop and monitor annual capital and operating budgets that aligns with CCH strategic plan for clinical and support services, capital equipment acquisitions, facilities renovations, space allocations and the development of capital fund requests as they relate to the clinical mission
- Directs the monitoring of clinical services and providers by developing and implementing Clinical Performance Enhancement Programs, Chronic Disease Management Programs, and Continuous Quality Improvement activities
- Leads quality and performance improvement initiatives in high risk or problem prone areas as identified through venues such as Morbidity and Mortality, Utilization Management Committee, Ongoing Professional Practice Evaluation (OPPE) and other CCH oversight committees
- Manages the data collection of core measures, their monthly reportage to departmental and



Typical Duties

- hospital wide committees, and dissemination of feedback to the divisions and department
- Collaborates with the Chair to provides strategic direction for the continued development of clinical information systems that promotes the free flow of information among and between the clinical divisions, their chairs, and administrators to address clinical, academic, and operational excellence
- Manages the development and implementation of proactive patient safety measures such as patient safety rounds, and multidisciplinary rounds
- Minimizes practice variance through regular multidisciplinary development and review of patient care protocols and process design focused on providing care that is safe, timely, effective, efficient, equitable, and patient centered
- Manages the responses to Patient Grievances, EMERS reports and unprofessionalism and notifies the Chair of the Department of Medicine of grievances requiring corrective action plans
- Maintains provider compliance with accreditation, regulatory and licensing standards, in collaboration with the Chair
- Participates in arrangement of clinical services, program planning and policy development with other entities in the CCH under direction of the Chair of the Department of Medicine
- Represents the Chair at meetings as directed
- Performs other duties as assigned by the Chair of the Department of Medicine

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited medical college or university
- 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 Certified by the American Board of Internal Medicine
- Ten (10) or more years of professional experience in the practice of his/her specialty
- Seven (7) or more years of experience working as a clinical provider in a complex organizational culture and reporting structure
- Five (5) or more years of experience with implementing clinical, academic, and operational improvements in a healthcare setting

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of quality assurance principles and guidelines
- Working knowledge of Microsoft Office Suite including Word and Excel
- 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
- Demonstrate clinical research skills and techniques for extracting and reporting information
- Demonstrate analytical and organizational, problem-solving, critical thinking, and conflict



Knowledge, Skills, Abilities and Other Characteristics

management/resolution skills

- Demonstrate attention to detail, accuracy and precision in decision making
- Demonstrate the ability to teach, educate (ACGME) and research grant programs
- Demonstrate the ability to prepare annual reports, conduct budgetary planning and management of personnel.
- 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 train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical and budget estimates
- Ability to see and hear clearly (including with correction)
- Demonstrate superb hand washing and sanitizing practices
- Demonstrate the ability to follow department specific engineering, work practice controls and work area safety precautions
- Must follow CCH 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.