



Job Code: 9758

Grade: K12

HCWR: N

Job Title

Medical Director, Clinical Research

Department

Research & Clinical Trials

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

Job Summary

The Medical Director, Clinical Research (Medical Director) is an experienced investigator who serves as the faculty champion and oversees clinical research activities. The Medical Director is responsible for leadership and oversight of clinical trial operations and is accountable for clinical trial performance, including, but not limited to implementing central standards, procedures, and policies; oversight of the feasibility review of protocols; management of clinical trial personnel and resources; ensuring mentorship of early-career investigators and faculty; monitoring and reporting on evaluation metrics; and preparing executive summaries. The Medical Director, Clinical Research will work in partnership and collaboration with the Director of Clinical Research and faculty within clinical research to ensure strong coordination and open communications, focusing on the sharing of best practices and lessons learned. This position will also focus on developing consensus on common approaches to change management, continuous improvement, and prioritizing faculty and research needs. The Medical Director will ensure efficient, timely workflows and high customer satisfaction of the services provided. This position will have governance over clinical trials, the responsibility to integrate practices, as applicable, and monitor performance towards the goal of conducting clinical research at the highest standard.

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

- Monitors and coordinates all clinical research activities of CCH including developing medical staff evaluation and clinical research policies, procedures, and programs
- Reviews all policies and procedures directly affecting clinical research from other departments across the CCH ecosystem
- Establishes short and long-term goals, objectives, and programs in accordance with medical by-laws for clinical research, in conjunction with Department Chairperson
- Monitors ongoing functions of all departments in the achievement of their stated clinical research goals in an efficient and cost-effective manner
- Informs clinical department chairs about applicable policies and procedures of clinical research and monitors implementation
- Attends and/or chairs required administrative meetings and contributes to the discussion and resolution of identified problems
- Ensures the appropriate numbers of staff are recruited to meet the clinical research mission of CCH
- Coordinates recruitment activities as vacancies occur
- Serves as a resource for all clinical research physicians' recruitment
- Ensures appropriate conduct and ethical behavior in compliance with the rules/regulations and bylaws of the medical staff
- Assesses and ensures that the quality of care delivered in the meets established standards
- Assesses and ensures that the quality of research services delivered in the CCH meets standards established by the FDA, GCP, IRB and other regulatory bodies
- Serves as a liaison between the medical staff and the Board and maintains communications between the two
- Assumes the responsibilities of all applicants for appointment and reappointments
- Assumes responsibility for the continuous quality improvement of clinical research services within Life Sciences and departmental/divisional functions
- Participates in all surveys conducted by various accrediting bodies such as Joint Commission, IDPH, SSH and the medical and surgical specialty board
- Creates an environment for learning linked to knowledge, policies, procedures and ongoing clinical research practices of physicians and research staff
- Encourages system-wide research activities to foster an academic environment which



Typical Duties

improves clinical research practice and promotes clinical research appropriate to the population served

- Facilitates and encourages implementation of programs designed to meet the ongoing continuing educational needs of medical staff regarding compliant and efficient clinical research
- Attending annually ongoing seminars/continuing medical education (CME) sessions related to administrative skills
- Provides direct patient care within home department approximately 50% FTE
- Recognizes the needs and behaviors of a variety of age groups of patients treated (i.e., understands child growth and development, normal patterns of adolescent behavior of normal aging)
- Integrates this knowledge and skills into age-appropriate response to psychosocial and physical needs and each patient
- Maintains sufficient skills to complete a biophysical and psychosocial evaluation based on age

Reporting Relationship

Reports to the Chief Medical Officer

Minimum Qualifications

- Doctorate degree (MD, DO) from an accredited college or university
- Board Certification in a Specialty or Primary Care Field
- Must be licensed as a physician in the State of Illinois or the ability to obtain Illinois physician licensure before starting employment
- Illinois and Federal controlled substance license or eligibility to obtain license prior to starting employment
- Credentialed and privileged member of the Medical Staff
- Five (5) years of clinical patient care management experience in a complex health delivery system or organization
- Three (3) years clinical research experience in key personnel role such as principal investigator or co-investigator and author

Preferred Qualifications

- MBA, MPH MHA, or comparable experience

Knowledge, Skills, Abilities and Other Characteristics

- Extensive knowledge and understanding of Joint Commission standards, CMS guidelines and regulatory standards
- Demonstrates sensitivity and respect in caring for patients
- Excellent written and verbal necessary to communication with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management, and leadership skills
- Analytical skills, critical thinking skills



Knowledge, Skills, Abilities and Other Characteristics

- Conflict management skills
- Strong decision-making skills
- Strong attention to detail, accuracy, and precision
- Flexibility and adaptability in performing work duties
- Strong project management skills
- Strong supervisory and leadership skills
- Emergency response skills
- Portrays excellent collaborative and team building skills
- Ability to work as a team member, creating and maintaining effective working relationships
- Ability to understand and apply guidelines, policies, and procedures
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint) and data analysis software and tools
- Ability to demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Demonstrate analytical, problem-solving, critical thinking, and conflict management/resolution skills

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.