



Job Code: 9865

Grade: K12

HCWR: N

Job Title

Associate Chair of the Division of Hematology and Oncology

Department

Hematology and Oncology

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

Job Summary

The Associate Chair of the Division of Hematology and Oncology assists the Division Chair with development and monitoring of clinical productivity and mentorship of clinical faculty and staff, leads quality improvement initiatives, oversees scheduling, and performs other duties as assigned by the Division Chair. Other responsibilities include working as an Attending Physician providing comprehensive specialty care to Hematology and Oncology patients in the inpatient and outpatient settings of Cook County Health (CCH), supervising and teaching fellows and residents, and participation in CCH approved projects and/or committees.

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

- Collaborates with the Chair to develop and monitor annual capital and operating Divisional budgets that aligns with CCH strategic plan for clinical and support services.
- Supports the Hematology and Oncology Quality Improvement (QI) efforts and initiatives: Includes being the divisional point-person for QI projects requested by the JSH, Department of Medicine, or CCH leadership.
- Organizes and leads faculty development workshops and efforts within the Division which will improve the ability of Hematology-oncologists to provide exceptional patient care and help meet CCH strategic plan and initiatives.
- Supports or coordinates the development, oversight and maintenance of all hematology and oncology inpatient consult and out-patient clinics and Infusion center schedules for the Faculty and Staff in the Division.
- Maintains an active clinical load (patient care) of at least 60%.
- Supervises and provides clinical education for Hematology/Oncology subspecialty fellows, rotating residents, and medical students.
- Develops, revises, and implements the Division of Hematology and Oncology policies, protocols and procedure manuals.
- Participates in the hiring, on-boarding, orientation and faculty development training for early and mid-career Faculty and Advanced Practice Providers (APPs).
- Performs other duties as assigned by the Division Chair of Hematology and Oncology.

Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Illinois and Federal controlled substance license or the ability to obtain prior to starting employment
- Licensed as a Physician in the State of Illinois or the ability to obtain prior to starting employment
- Board Certified in Hematology and/or Medical Oncology
- Five (5) years of work experience in the practice of Hematology and/or Oncology.
- Three (3) years of work experience in administering clinical, educational, quality improvement or research programs related to Hematology and/or Oncology



Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of hematology/oncology physician specialty services and programs
- Knowledge of quality improvements processes and the ability to implement them
- Knowledge of the principles and methods of training medical staff to ensure standards of care
- 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
- Excellent program development, management, and leadership skills
- Strong supervisory and leadership skills necessary to oversee attending physicians
- Strong interest and skills in medical education
- Demonstrate analytical, problem-solving, critical thinking, and conflict management/resolution skills
- Strong organizational skills and mastery of a content domain, as demonstrated by successful quality improvement initiative or program execution
- Strong ability to mentor and develop medical professionals
- Strong ability to manage schedules, budget, and personnel
- Demonstrated experience in training faculty, fellows and/or residents in the application of quality improvement techniques to patient care

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.