



**Job Code:** 9890

**Grade:** K12

**HCWR:** N

**Job Title**

Chief Academic Affairs Officer

**Department**

Administration

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

**Job Summary**

The Chief Academic Affairs Officer is responsible for overseeing the development, implementation, and providing oversight for all educational programs for Cook County Health (CCH) which include medical residency programs, fellowship programs, professional education, and development of academic pathway models.

**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

*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**

- Leads the evaluation, development, and implementation of all Medical Education Programs (MEP) while furthering the goals and mission of CCH.
- Oversees the processing and coordination of medical students, allied health students and rotating residents from other institutions.
- Initiates the execution of agreements that provide the legal basis for the student rotations.
- Writes and submits an annual operation and capital budget to realistically meet department goals and objectives.
- Submits annually an Intern and Resident Information Report to Medicare, which provides Medicare with a verifiable account of the training activity of all reimbursed housestaff.
- Keeps Hospital, Executive, and Medical Leadership informed of relevant regulatory issues as well as housestaff and or training problems.
- Oversees the following:
  - licensing of all housestaff
  - provision of contracts to all housestaff as directed by their program director
  - visa status of all housestaff training as non-citizens
  - provision of verification of training for graduates of JSH to outside credentialing agencies
  - provision of lab coats to all housestaff annually
  - provision of an institutional orientation to all new housestaff
  - provision of graduates a diploma as directed by their program director
- Attends required administrative and medical staff meetings and contributes to the discussion and resolution of identified problems.
- Oversees the budget and performance of the Academic Library.
- Meets regularly with the House Staff Association (HAS) and attempts to resolve concerns and or grievances of this Union.
- Negotiates with the HSA in the establishment of new Collective Bargaining Agreements.
- Partners with Risk Management and the Quality Oversight Committee to improve the provision of high quality and safe patient care by all training programs.
- Oversees the supervision of all trainees and presents each training program's supervision policy annually to the Executive Medical Staff.
- Provides performance evaluations of the Department of Professional Education (PE) staff as required by the Department of Human Resources.
- Identifies training and development needs of PE staff and facilitates improvement in these areas.
- Acts as a liaison with internal and external partners and provides executive oversight of the core clinical mission, overseeing the development, implementation and sustainment of the department's clinical positions, priorities, and programs.
- Reviews, develops, and updates curricular and training materials to remain current with competing priorities in medical education development.
- Partners with CCH Leadership to provide a level of education/service that is of the highest quality and comparable to national and local standards of care.
- Ensures that the training and implementation of medical residency programs comply with Academic Council on Graduate Medical Education (ACGME).
- Participates in Quality Assurance (QA)/Process Improvement activities, didactics, and



### **Typical Duties**

- clinical case conference to meet the minimum requirements for core responsibilities.
- Attends and/or participates in committees, meetings, and presentations providing updates relating to academic affair matters.
- Complies with departmental and institutional policies and accepts academic, clinical, and administrative assignments as per hospital by laws.
- Collaborates with appropriate CCH Leadership in ensuring the viability of the organization through the development of the annual budget and adherence with budgetary guidelines. · Maintains an active clinical load of at least 20%.
- Performs other duties as assigned.
- Serves as the CCH Designated Institution Officer for all post-graduate physician and medical student academic training programs.
- Provides administrative/educational oversight of housestaff and their training programs in accordance with accreditation requirements:
- Reviews training programs annually, according to the requirements of ACGME.
- Administers Special Reviews for training programs demonstrating educational, cultural or safety concerns.
- Monitors the well-being of the trainees
- Administers exit interviews and 6-month follow up surveys of the graduates and provides this feedback to the programs
- Oversees the initiation, approval, and maintenance of all affiliation agreements.
- Works with administration to ensure institutional compliance according to the requirements of the ACGME, Commission on Dental Accreditation (CODA), and American Society of Health System Pharmacists (ASHP)
- Chairs the monthly Graduate Medical Education Committee (GMEC) meetings
- Oversees the Work Hours of each training program and works with the Program Directors to adjust schedules when violations are consistently found.
- Creates the annual rotational schedule and obtains approval from external GMEC partners before distributing
- Provides an anonymous channel for residents to raise issues in accordance with ACGME requirements
- Prepares and submits the Annual Institutional Review report
- Facilitates approval of the GMEC for all correspondence with the ACGME

### **Reporting Relationship**

#### **Minimum Qualifications**

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Licensed physician and surgeon in the State of Illinois
- Board Certified in their selected specialty
- Current and valid Illinois Controlled Substances License or have the ability to obtain license prior to starting employment
- Current and valid licensure with the Federal DEA or have the ability to obtain license prior to



**Minimum Qualifications**

starting employment

- Seven (7) years of work experience after residency training as a practicing physician, clinician educator, or clinician researcher
- Five (5) years of leadership experience in Medical Education
- Experience developing or reviewing and updating policy and procedure documents

**Preferred Qualifications**

- Experience at a public hospital/health system

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

- Knowledge of the Accreditation Council for Graduate Medical Education (ACGME) and The Accreditation Process
- 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
- Knowledge of quality assurance principles and guidelines
- Knowledge and proficiency using Microsoft Office (Word, Excel, and PowerPoint)
- 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 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 train by presenting concepts and demonstrating tasks
- Ability to perform accurate and reliable mathematical and budget estimates

**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.**