



**Job Code:** 9891

**Grade:** K12

**HCWR:** N

**Job Title**

Medical Director, Cancer Service Line

**Department**

Cancer Center

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

**Job Summary**

The Medical Director, Cancer Service Line (Medical Director) is responsible for the strategic development and oversight of the Cook County Health (CCH) Cancer Service Line and Center. Working closely with system leadership, the Medical Director provides oversight of day-to-day clinical operations and is responsible for monitoring throughput, compliance, and clinical quality. The Medical Director is responsible for identifying the challenges associated with novel target-based cancer therapies and developing data driven approaches to address those challenges. The Medical Director will be responsible for leadership and oversight for quality improvement activities, patient safety initiatives, budget, grants, and research. Other responsibilities include working as an attending physician providing comprehensive care to patients of Cook County Health (CCH). Participates 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**

- Oversees and coordinates all medical activities of the Cancer Service Line and Center which includes clinic development, implementation, and communication of and compliance with operational policies, procedures and programs affecting the medical staff and the delivery of patient care throughout CCH.
- Works in conjunction with the Service Line Business Director to assist with the management of staff and budget for the Cancer Service Line and Center.
- Engages and collaborates with providers to identify opportunities to close clinical quality/service gaps that can impact health care expense.
- In conjunction with System and on-site medical leadership, establishes short and long-term goals, objectives, and programs in accordance with CCH strategic plan.
- Directs Quality Assurance/Quality Improvement (QA/QI) efforts.
- Collaborates with CCH Leadership to evaluate clinical and management data (i.e., quality metrics, health record data, utilization data) to identify opportunities for improvement of clinical care and processes.
- Responsible for regulatory (Joint Commission, etc.) compliance monitoring, auditing, and improvement related to the medical staffs' functions.
- Manages the scientific research related to cancer and clinical trials.
- Provides regulatory and medical guidance and direction for Cancer Service Line and Center
- Maintains programmatic and budgetary accountability of the program.
- Participates in pertinent committees including those directly interfacing with patient experience and advisory groups.
- Maintains an active clinical load of at least 50%.
- Performs other duties as assigned.

### **Reporting Relationship**

Has a matrix reporting relationship to the Chief Medical Officer, Department Chair, or otherwise designated

### **Minimum Qualifications**

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university



**Minimum Qualifications**

- Licensed as a Physician and Surgeon in the State of Illinois or the ability to obtain prior to starting employment
- Illinois controlled substance license or the ability to obtain prior to starting employment
- Current and valid licensure with the Federal DEA or have the ability to obtain license prior to starting employment
- Board Certified in area of specialty
- Seven (7) years of on experience as Attending Physician in the practice of hematology, medical oncology, radiation oncology, or oncology surgery. At least two (2) years of this experience must have taken place in an institution in which there is active training of residents and/or fellows
- Three (3) years of work experience in administering clinical, educational, quality assurance or research programs related to Hematology and/or Medical Oncology
- Three (3) or more years of experience in leadership within a hospital or health system

**Preferred Qualifications**

- Experience and knowledge of relevant regulatory standards, particularly related to cancer center accreditation
- Experience in interactions with health agencies such as NIH, NCI, FDA, etc.
- Experience working with academic medical centers, in particular NCI cancer centers
- Excellent knowledge of the competitive environment for drugs in the Hematology/Oncology marketplace and in research and development pipelines

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

- Knowledge of Commission on Cancer Accreditation Standards
- Working knowledge developing and implementing clinical research protocols and managing the regulatory requirements of these studies.
- Knowledge and proficiency with Microsoft Office
- 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 Accreditation Council for Graduate Medical Education (ACGME) and research grant programs
- Ability to bring disparate groups, goals, and objectives together under one operating "umbrella"
- 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



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

- Ability to train by presenting concepts and demonstrating tasks

**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.**