



**Job Code:** 9903

**Grade:** K12

**HCWR:** N

**Job Title**

Ophthalmology Program Director

**Department**

Surgery

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

**Job Summary**

The Ophthalmology Program Director provides clinical services at least four (4) days per week, participates in the call schedule as assigned and will oversee the operation and administrative functions for the residency and fellowship programs. Responsibilities include: prepare and maintain accurate and complete records for the Accreditation Council for Graduate Medical Education (ACGME), ensure program compliance with regulatory agencies, develop and implement an educational curriculum, facilitate supervision of medical students, resident, and fellows, evaluate performance, promote quality assurance, manage all support staff, conduct presentations and meetings, participate in clinical trials and research and serve on various Cook County Health (CCH) approved projects and/or committees. The Ophthalmology Program Director will uphold the highest standards of professionalism, maintain fiduciary responsibility to CCH.

**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**

- Organizes the activities of the educational program, which includes: selecting and supervising the teaching faculty and other program personnel with regards to resident education and monitoring resident supervision.
- Updates the program and resident records through the ACGME Accreditation Data System (ADS) as needed.
- Maintains membership in the Association of University Professors of Ophthalmology (AUPO)
- Promptly notifies the executive director of the Residency Review Committee (RRC) for critical changes in: program administration, department chair, faculty numbers, residency positions offered, institutional affiliations, major equipment, or the format of the educational program
- Monitors resident well-being including: resident stress; mental or emotional conditions which may inhibit the resident's performance or learning; and drug or alcohol related dysfunction and offer confidential counseling and psychological support services in conjunction with the Office of Graduate Medical Education.
- Assures that residents and key program faculty receive appropriate education with respect to fatigue and impairment.
- Provides semi-annual resident evaluations and verify the accuracy of the resident patient logs
- Monitors all moonlighting activities in accordance with institutional and accrediting body requirements.
- Serves as the Chair for the Educational Residency Curriculum Committee that is responsible for the Residency Program Assessment and Oversight.
- Participates in the oversight and compliance of the resident recruitment and selection process.
- Complies with other duties as outlined in the Residency Guidelines.
- Assures the residency program meets all the requirements set forth by the Accreditation Council for Graduate Medical Education (ACGME).
- Prepares a written statement outlining the goals and objectives of the program with respect to knowledge, skills, and other attributes of residents at each level of training and for each major rotation or other program assignment. Goals and objectives for the program and each rotation must clearly relate to the ACGME general competencies.
- Assures that the program goals and objectives are distributed to residents and members of



**Typical Duties**

the program faculty. Rotation goals and objectives must be distributed at the beginning of the academic year.

- Continues to demonstrate professional standards of ethical behavior that allow the Program Directors to serve as a role model.
- Responds promptly to all on-call queries from Residents in situations of pressing acuity. Communicates directly with other Attending physicians and surgeons when communication through Residents or Mid-level providers may be unreliable.
- Communicates promptly to the Division chairman all information necessary for the creation of assignments and on-call rosters.
- Acts with courtesy and collegiality and upholds the highest standards of professionalism in all arenas as representative of the Surgical Services as a whole.
- Participates in ongoing clinical trials and investigations offered in the division; participates in administrative committees servicing the department and Hospitals as schedule permits.
- Assists in the development of new programs and processes that enhance patient care, in concert with division personnel.
- Performs research activities and follows all ethical guidelines, as coordinated with and approved by the Division Chair and approved by the Institutional Review Board (IRB),
- Engages in sufficient Continuing Medical Education to satisfy the requirement of the appropriate Board, Illinois Department of Public Health and Medical Staff by laws. Attends Mortality and Morbidity conference, as well as required Division and Department meetings on regular basis and in accordance with established attendance benchmarks.
- Requests appropriate specialty consultations and performs inpatient rounds and required Resident teaching sessions as assigned and as clinical needs dictate.
- Participates in Quality Assurance activities as assigned.
- Must maintain an active clinical load of at least 70%.
- Reports to the Division Chief of Ophthalmology Surgery at Stroger Hospital and to the Chair of the Department of Surgery.
- Performs other duties as assigned by the Department Chair.

**Minimum Qualifications**

- Doctor of Medicine (MD) or Doctor of Osteopathy Medicine (DO) from an accredited college or university
- Must be Licensed as a Physician in the State of Illinois or the ability to obtain prior to starting employment
- Must possess a valid Illinois Controlled Substance License or have the ability to obtain this license prior to the start of this employment
- Must possess a valid Federal Drug Enforcement Administration (DEA) license or have the ability to obtain this license prior to the start of this employment
- Completed an Ophthalmology Residency
- Board certification in the relevant specialty of Ophthalmology or must be in a pathway leading to certification within 5 years of terminal training
- Five (5) years of post-residency experience in Ophthalmology



### **Preferred Qualifications**

- NA

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

- Current knowledge of the principles and methods of ophthalmologic surgery to ensure quality and standards of care.
- Skill in the application of the principles and methods of ophthalmologic surgery to ensure quality and standards of care.
- Knowledge of the principles and practices of medical research to help implement clinical protocols/internal research.
- Knowledge of the principles and methods of training medical staff to ensure standards of care.
- Skill to analyze data/information accurately in order to determine and implement an effective and appropriate course of action.
- Skill to prepare written documents to provide information and/or direction to staff and others.
- Skill to communicate effectively in order to exchange and/or provide information and/or direction to staff and others.
- Demonstrate the ability to follow department specific work rule as well as, hospital and personnel rules.
- Ability to meet requirements of on call schedule.
- Demonstrate attention to detail, accuracy and precision in decision making.
- Ability to adhere to department policies and standards utilizing best practices and the appropriate use of the electronic health record (EHR).
- Ability to maintain a professional demeanor and composure when challenged.
- Ability to follow hospital protocol when exposed to noise, chemicals, disease, blood borne pathogens, patient violence, and procedural injuries.
- Ability to work flexible hours including weekends, evenings and holidays as needed.
- Must be able to travel to work sites throughout Cook County.
- Ability to meet department and divisional productivity thresholds.
- Ability to meet appropriate confidentiality standards for protected health information (PHI).
- Ability to provide appropriate patient care while maintaining fiduciary responsibility to Cook County.

### **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.**