



Job Code: 9907
Grade: K12
HCWR: N

Job Title
Director of Pulmonary Medicine

Department
Pulmonary Medicine-Clinical

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

Job Summary

Under direction of the Chair of the Division of Pulmonary Medicine, ICU, the Director of Pulmonary Medicine is responsible for providing administrative leadership for quality improvement activities, patient safety initiatives, budget, grants, and research over Cook County Health (CCH) inpatient and outpatient settings across pulmonary services and respiratory care. The Director will provide direct patient care as an attending physician in pulmonary and critical care providing comprehensive care to patients of CCH hospitals. 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

- Supervises and leads inpatient and outpatient pulmonary services, including CCH pulmonary clinics, inpatient pulmonary services, pulmonary procedures, and interpretation of pulmonary tests.
- Assures that inpatient and outpatient respiratory care comply with federal and state regulations and Joint Commission requirements. Respiratory care includes, and is not limited to, sampling and analyzing blood for gas, pulmonary function testing, pulmonary rehabilitation, measuring ventilator parameters, and inspired/expired gas concentrations, sputum collection, oxygen therapy, aerosol therapy, chest physiotherapy, endotracheal and tracheostomy tube management, ventilator management, cardiopulmonary resuscitation, and transportation of critically ill patients.
- Participates in developing, guiding, managing, implementing, monitoring, and enforcing clinical, administrative, educational, research activities pertaining to pulmonary medicine and respiratory care.
- Leads in the development, evaluation, and introduction of new pulmonary and respiratory services, equipment, and procedures.
- Collaborates on interdisciplinary projects in response to the complexity of patient care demands.
- Conducts, participates, and monitors performance improvement activities.
- Serves as full-time attending physician in Pulmonary and Critical Care Medicine on non-teaching and teaching services at CCH hospitals.
- Provides clinical care for pulmonary and critical care patients in the inpatient and outpatient settings.
- Performs only the procedures and treats only the conditions approved at the time of appointment or reappointment.
- Sets standards and ensures the provision of consistent high quality pulmonary care by educating, assisting, and guiding primary care physicians in the appropriate management of patients.
- Participates in programs and protocols to ensure appropriate management and continuity of care for patients with pulmonary illness.
- Participates in the division performance improvement program and departmental and hospital performance improvement activities.
- Serves as member on system committees as assigned.



Typical Duties

- Maintains an active clinical load of at least 70%.
- Performs other duties as assigned by Division Chair or delegate.

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
- 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 Pulmonary Medicine and Critical Care Medicine
- Five (5) years of work experience as an Attending Physician in the practice of Pulmonary and Critical Care Medicine. At least one (1) years of this experience must have taken place in an institution in which there is active training of residents and/or fellows
- Two (2) years of work experience in administering clinical, educational, quality assurance or research programs related to Pulmonary and Critical Care Medicine

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Expert knowledge in current trends, best practices, and regulations in respiratory care and pulmonary medicine.
- Knowledge and understanding of the Health Insurance Portability and Accountability Act to ensure the protection of the confidentiality and security of healthcare.
- Working knowledge of Microsoft Office and electronic medical record.
- Basic knowledge of QA guidelines and/or requirements.
- 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.
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills.
- Demonstrated attention to detail, accuracy, and precision.
- Ability to prioritize, plan, and organize projects and tasks.
- 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.



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.