



**Job Code:** 9921

**Grade:** K12

**HCWR:** N

**Job Title**

Chair of the Division of Cytopathology

**Department**

Pathology/Cytopathology

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

**Job Summary**

The Chair of the Division of Cytopathology, under the administrative direction of the Chair of the Department of Pathology, assumes service responsibilities for the Division of Cytopathology and assumes administrative, professional, scientific, consultative, and educational responsibilities as needed in the Division of Cytopathology. The Chair of the Division of Cytopathology shall establish, implement, monitor, and document a quality control program which at the minimum meets the requirements of this subpart.

**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**

- Division Chair of Cytopathology responsibilities:
- Follows the administrative guidance of the Chair of the Department of Pathology in setting the expectations of excellence in the Cytopathology Laboratory. Works with all constituencies as needed in the department and Cook County Health (CCH).
- Is responsible for the service of the Division of Cytopathology, including timely performance of high quality cost-effective and clinically relevant testing and effective communication of the test results.
- Under the administrative guidance of the Chair of the Department of Pathology:
- Establishes new policies for the section. Also reviews, changes or retires existing policies for the section.
- Directs, supervises, or performs all QI/QA activities in the division, including implementation and maintenance of standards of CMS, IDPH, TJC and CAP and other accrediting organizations.
- Collaborates with administrative personnel in the determination of the personnel needs and the hiring of qualified individuals able to meet the needs of the laboratory and fulfill the strategic plan.
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- Determines laboratory procedures and selection of instruments and methodologies and collaboration with administrative personnel in the implementation
- Represents the division for all the inspections, and all other issues related to the section in the hospital and CCH.
- Directs and supervises all patient care related activities of the division.
- Reviews and recommends the contents of the budget.
- Attending pathologist with duties as follows:
- In the Division of Autopsy Pathology and Cytopathology performs the following:
- Supervises, performs, and teaches the autopsy performance of all the assigned cases, as needed. Works alone or with the resident(s)/fellows or other assigned health professionals including students on dissection, description, microscopic examination and clinical pathologic correlation of the autopsy findings.
- In Cytopathology - Performs the microscopic examination and edits the microscopic findings on all assigned cases. Signs out cytopathology cases accessioned and assigned cytopathology cases.



### **Typical Duties**

- Responsible for issuing timely provisional and final anatomic diagnoses.
- Performs other duties as assigned by the Section Director of Autopsy Pathology and the Chair of the Division of Anatomic Pathology.
- In the Division of Surgical Pathology performs the following:
- As needed supervises, performs, and teaches the gross examination, dissection, sampling for microscopic examination.
- Responsible for assigned specimens of the day.
- Works alone or with resident(s)/fellow(s) or other assigned health professionals including students.
- Performs the microscopic examination and edits the gross and microscopic findings on all assigned cases.
- Supervises, teaches the resident(s)/fellow(s) and other assigned health professionals and students and/or performs frozen sections alone.
- Performs interpretations all assigned intraoperative consultations (including frozen sections).
- Responsible for the timely diagnosis on assigned intraoperative consultations (including frozen sections).
- Responsible for issuing a timely final surgical pathology diagnosis.
- Performs other duties as assigned by the Director of Surgical Pathology and Chair of the Division of Anatomic Pathology.
- Supervises the grossing room laboratory activities including performance and interpretation of intraoperative consultations (frozen sections).
- Covers scheduled shift rotations, nights, weekends, and holidays, as assigned.
- Participates in scholarly activities and/clinical research with other Pathology faculty members, residents, fellows, and clinicians.
- Scope of testing includes non-gynecological samples, fine needle aspirations and gynecological (pap) tests. As well as any future cytopathology diagnostic developments that are or will be standard of care.
- When performing duties in the Divisions of Autopsy Pathology and Surgical Pathology the Division Chair of Cytopathology must follow the administrative directions of the respective area lead.

### **Minimum Qualifications**

- Doctor of Medicine (M.D.) or Doctor of Osteopathy Medicine (D.O.) or foreign equivalent from an accredited college or university
- Licensed as a physician in the State of Illinois or must obtain license prior to starting employment
- Residency training in Anatomic Pathology OR Anatomic and Clinical Pathology with subspecialty training in Cytopathology
- Board Certified in Anatomic Pathology OR Anatomic and Clinical Pathology
- Fellowship trained and Board Certified in Cytopathology
- Five (5) or more years of experience as a staff pathologist in anatomic pathology, cytopathology, and surgical pathology in an academic hospital or in a large community hospital
- Two (2) years of work experience in administering clinical, educational, quality assurance or



**Minimum Qualifications**

research programs related to specialty

**Preferred Qualifications**

- One (1) or more years of experience providing medical care to underserved populations
- One (1) or more years of experience with electronic medical record documentation
- One (1) or more years of professional experience in an academic health care environment
- Experience as a Cytopathology Consultant to Junior Pathologists

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

- Thorough knowledge of management principles and practices
- Strong knowledge of quality assurance principles and guidelines
- 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
- Working knowledge of Microsoft Office including Word and Excel
- Knowledge of research grant programs
- Excellent written and oral communication skills necessary to communicate with a diverse student and patient population, educational administrators, and all levels of personnel
- 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 prepare annual reports, conduct budgetary planning and management of personnel
- Ability to assign, prioritize, review, and evaluate the work of a variety of employees, including internal employees, vendors, consultants, and combinations thereof.
- 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 train by presenting concepts and demonstrating tasks
- Ability to sign out cytopathology cases accessioned and assigned cytopathology cases.
- Ability to teach pathology residents, fellows, and PA students
- Ability to participate in scholarly activities and/or clinical research with other Pathology faculty members, residents, fellows, and clinicians

**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.**