

For Prospective Housestaff

JOHN H. STROGER JR. HOSPITAL OF COOK COUNTY

Mission Statement

To provide a Comprehensive program of Quality Health Care, with Respect and Dignity, to the residents of Cook County, regardless of their ability to pay.

DEPARTMENT OF PROFESSIONAL EDUCATION /GRADUATE MEDICAL EDUCATION

Mission Statement

It is the Mission of the Department of Professional Education to facilitate, coordinate and oversee the Hospital's clinical education.

Welcome

Welcome to the John H Stroger Jr. Hospital of Cook County (JSH)! We are happy to have you join us for your training. We know that you will help continue the standards of excellence in patient care, teaching and research established by our graduate medical education programs. The purpose of this manual is to provide detail on the overall organizational structure and facilities at JSH. In addition, it describes the policies and procedures that will assist you during your years as a housestaff member at this institution. This manual and many other bits of useful information are posted at our website: www.cookcountyhhs.org

Again, we welcome you and hope that your training experience is satisfying and beneficial for you.

Section 1. The Institutional Organization

Historic Perspective-Cook County Hospital

Since the 1800's, Cook County Hospital has provided comprehensive primary, specialty and tertiary healthcare services to residents of the county with the second largest population in the United States. The Hospital's special facilities are world famous and it has introduced many innovations in patient care. The first Blood Bank in the United States was established here. The Hospital became one of the first in the country to convert its Blood Bank to a frozen blood system. It implemented a multi-disciplinary program for intensive inpatient treatment of tuberculosis with outpatient follow-up. The Hospital's Trauma Unit, the first in the nation, serves as the model and hub for a statewide system of emergency care.

Beginning a new era in public health hospitals, the John H. Stroger, Jr. Hospital of Cook County (formerly Cook County Hospital) brings the most up-to-date technology, efficient and contemporary environment to the five million residents of Cook County. Stroger Hospital continues the tradition of excellence in

healthcare that made Cook County Hospital nationally known for its expertise and breadth of service.

December 2002, the new Stroger Hospital opened its doors to the public. As the largest County public works project to date, costing over \$623 million, new state-of-the-art medical facility represents Cook County's commitment to serving its residents. Designed first and foremost to meet the needs of the patients, the new hospital combines the most up-to-date technology, efficient design and contemporary setting.

Specialty Care

The hospital serves as the hub for the Cook County Health and Hospital System's most serious and complicated medical services. It also enhances the delivery of specialty and sub-specialty care for the entire System network.

In fact, more than 40% of the hospital's space is dedicated to an outpatient Specialty Care Center, operated by the System's [Ambulatory & Community Health Network](#) (ACHN).

The Specialty Care Center is expected to provide more than 220,000 patient visits annually.

Academic Affiliation

The Accreditation Council of Graduate Medical Education, the American Osteopathic Association or the American Dental Association accredits all specialty and sub-specialty training programs. Recognized as a leading teaching center, the Stroger Hospital residency training and education program has its major academic affiliation with Rush Medical College. The Hospital also has affiliations with Chicago Medical School, Midwestern University, Northwestern University, Loyola University, The Universities of Illinois at Chicago, and The University of Chicago.

The Office of Professional Education

The Office of Graduate Medical Education coordinates administrative details related to housestaff payroll, benefits, etc. Its general activities are categorized as follows:

1. Coordinating stipend payments and benefits for housestaff.
2. Assisting with visa arrangements for residents who are not U.S. citizens.
3. Contracting with affiliated hospitals.
4. Coordinating the accreditation process institutionally and for individual training programs.
5. Overseeing the Graduate Medical Education budget.
6. Maintaining individual records on all housestaff (active and historical).
7. Verifying training dates for loan deferment requests, credentialing, etc.
8. Coordinating complaint and grievance procedures.
9. Oversight of the temporary or permanent licensure of the housestaff.

If questions arise that cannot be answered by someone within your department, please do not hesitate to contact the Department of Professional Education.

Department of Professional Education

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Office Hours

Monday – Friday

8:30 a.m. to 4:30 p.m.

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Clinical Training Programs

ACGME Accredited Residency Programs

- Anesthesiology
- Dermatology
- Diagnostic Radiology
- Emergency Medicine
- Internal Medicine
- Ophthalmology
- Pediatrics
- Urology

ADA Accredited Residency

- Oral Surgery

AOA Accredited Programs

- Neurosurgery

ACGME Accredited Fellowship Programs

- Cardiovascular Disease
- Colon and Rectal Surgery
- Gastroenterology
- Hematology and Oncology
- Medical Toxicology
- Neonatal-Perinatal Medicine
- Pain Medicine
- Palliative Medicine
- Preventive Medicine
- Pulmonary Disease and Critical Care Medicine
- Surgical Critical Care

Affiliated Programs

- Allergy and Immunology – Rush University
- Critical Care Medicine – Rush University
- Endocrinology, Diabetes, and Metabolism – Rush University
- Family Practice – Loyola University Medical Center
- Infectious Disease – Rush University
- Nephrology – Rush University, University of Illinois College of Medicine at Chicago
- Neurology – Rush University
- Orthopedic Surgery – Rush University & Northwestern University
- Obstetrics and Gynecology - Northwestern University
- Otolaryngology – University of Illinois College of Medicine at Chicago, Northwestern University
- Rheumatology – Rush University
- Surgery-General – Rush University
- Thoracic Surgery – Rush University

Section 2. Resident Benefits

Housestaff Salaries as of 12/1/2015

Grade	Step	Hourly	Annual
1	1	17.103	\$49,940.76
	2	18.059	\$52,732.28
	3	18.940	\$55,304.80
	4	19.880	\$58,049.60
	5	20.837	\$60,844.04
	6	21.834	\$63,755.28
	7	22.902	\$66,873.84

Grade	Step	Hourly	Annual
2	1+ chief	\$18.672	\$54,522.24
	2+ chief	\$19.627	\$57,310.84
	3+ chief	\$20.509	\$59,886.28
	4+ chief	\$21.453	\$62,642.76
	5+ chief	\$22.413	\$65,445.96
	6+ chief	\$23.41	\$68,342.60
	7+ chief	\$24.48	\$71,469.92

Paychecks

Each program distributes paychecks for housestaff physicians on alternate Wednesday afternoons. Direct deposit is available and may be requested by completing the necessary request form and submitting it to the Payroll Department located on the fifth floor of the Administration Building.

Bereavement Leave

Housestaff physicians shall be granted up to three (3) days paid bereavement leave, on days, which would have normally been worked, for death in the immediate family or household. When appropriate, housestaff physicians may also be granted up to three (3) additional days leave prior to an anticipated death in the immediate family or household. In certain hardship cases, the Department Chairperson may allow the housestaff physician to draw additional time, as appropriate. Any additional time beyond the three (3) days paid bereavement leave may be taken as paid vacation, paid sick time (if appropriate) or unpaid leave.

Family and Medical Leave

An eligible employee may take approved unpaid family and medical leave of up to twelve (12) weeks per rolling twelve (12) month period. For specifics you

should contact your departmental administrator, the Department of Human Resources or PER.

Holidays

Housestaff physicians shall be entitled to be off with pay for the following Hospital Holidays or equivalent:

New Year's Day	Labor Day
Dr. M.L. King Jr.'s Birthday	Columbus Day
Washington's Birthday	Veterans' Day
Lincoln's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	

In addition, each housestaff physician will be eligible for a floating holiday, which he/she can schedule in advance subject to operational needs. Housestaff physicians may be required to work on the Hospital Holidays. If housestaff physicians work on a Holiday, a compensatory day off shall be scheduled elsewhere, in the same rotation, if possible. Each department will be responsible to ensure the scheduling and compliance of the compensatory day off and the floating holiday.

Leave of Absence

A housestaff physician may be granted a leave of absence without pay by the Department Chairperson, subject to the approval of the Hospital Director, with the written approval of the Comptroller of Cook County. Such leave shall be intended to take care of emergency situations and shall be limited to one (1) month for every full year of continuous employment by the County, not to exceed one (1) year, except for military service.

Maternity and Paternity Leave

Housestaff physicians shall be granted maternity and paternity leave to cover periods of pregnancy, newborn childcare, and/or newly adopted childcare. A housestaff physician who shall require maternity or paternity leave shall inform his/her department chairperson no less than three months prior to the expected date of delivery, and shall present a signed statement from the expectant mother's physician or other health care provider stating that date.

For further information you can contact your departmental administrator, the Department of Human Resources, or PER.

Sick Leave

When unable to work due to illness, housestaff should call their residency administrator or other designated person, each day they are unable to work. Failure to notify the residency may lead to loss of pay.

During the first year of employment, a housestaff physician shall be advanced twelve (12) sick days at the time of employment; however, no additional days shall be accrued during the first year. Thereafter, housestaff physicians shall accumulate credit for sick leave at the rate of one (1) day a month for each month of service during which the housestaff physician is in an active pay status for at least eleven (11) working days. Sick leave may be accumulated to a maximum of one hundred twenty (120) working days. Up to the housestaff physician's accumulated sick leave credits, a housestaff physician prevented from working due to his/her illness or injury (other than occupational illness or injury), or illness in his/her immediate family shall be entitled to receive sick pay for each day the housestaff physician would have worked. Sick leave is not to be used by housestaff physicians as vacations or simply to take time off with pay. Housestaff physicians will be allowed to use any accumulated sick leave for maternity and paternity leave.

Should a housestaff physician's employment be terminated, payment for sick time used and not yet earned shall be deducted from the salary, which the housestaff physician may be due. Termination or resignation forfeits the right to any accrued sick leave unless reinstated as a Cook County employee within thirty (30) days.

Physician's Statement

A housestaff physician who has been off duty for five (5) consecutive days or more for any health reason will be required to provide a physician's statement as proof of illness, and may be required to undergo examination by the Facility's or County's physician before returning to work.

Vacation Leave

Twenty-eight (28) calendar days of vacation are scheduled by the Hospital, except where a specialty board requires more than forty-eight (48) weeks of active work during any year, in which case the housestaff physician shall receive additional pay in lieu of vacation time for any time worked beyond forty-eight (48) weeks. With approval of the Department Chairperson involved, a housestaff physician may elect to defer his/her vacation time until the following year, with a maximum vacation accumulation of fifty-six (56) days. A housestaff physician may elect to take vacation time in advance of that which has been earned up to twenty-eight (28) days per year. However, should a housestaff physician's employment be terminated, payment for vacation time used and not yet earned shall be deducted from the salary, which the housestaff physician is due. In addition, when a housestaff physician starts their program late, he/she may elect with the written approval of their Program Director to waive some or all of their vacation time and be paid for this time upfront. However, this does not backdate their start time at the Hospital. The official start date is the date that the housestaff physician received their Hospital ID and check-in form from Medical Education. If the housestaff physician elects this option, it needs to be done within the first two pay periods of employment.

Counseling Services

Counseling services are available through the Employee Assistance Program (EAP) of Cook County. They can be reached at 864-2926

Pagers

Upon commencement of employment, each housestaff physician will be provided with a digital pager and the housestaff physician will assume the cost of replacing a pager. The cost of such replacement, if obtained from the County, will not exceed \$75.00 or the current market value of pagers plus a \$25 reprogramming fee.

Parking

Parking is available to Hospital housestaff physicians with a valid Hospital I.D. The cost is \$70/four weeks.

Meals

Housestaff physicians will be provided with three hot meals (up to a value of \$5-\$7/meal) in the cafeteria each day of the week.

On Call Rooms

On call rooms are allocated to Departments. Residency programs will provide detailed information about their access and assignment.

Lockers and Mailboxes

Upon commencement of their training lockers and mailboxes will be provided to housestaff physicians by their respective Program Director.

Scrub Suits

Two sets of scrubs will be provided to each housestaff physician on an annual basis, free of charge, for use outside the OR and restricted areas. Additionally, special scrubs will be available on a 24-hour basis in surgical, obstetrical and other restricted areas for use in those areas.

Insurance*Malpractice Insurance:*

The County shall indemnify all employees involved in direct patient care at all Cook County Health Facilities in accordance with Cook County Amended Ordinance 86-0-45, as adopted by the Cook County Board of Commissioners on November 3, 1986.

Health and Disability Insurance:

The County provides health benefits to housestaff physicians and dependents. The County offers to the housestaff physician and his/her family the option of choosing a Health Maintenance Organization (HMO) from those available and federally qualified in the Chicago area for this health coverage. The specifics of the available plans will be presented to the housestaff physician at the time of

hospital orientation. In order to ensure timely coverage the housestaff physician must select the plan that he/she desires within 30 days of hire.

Ordinary disability benefits will be provided in accordance with the rules and regulations of the Cook County Employees' Annuity Benefit Fund. Upon termination, coverage for housestaff physicians and dependents shall be consistent with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Further, the County provides additional disability benefits to housestaff physicians. Twenty four thousand dollars (\$24,000) of annual disability coverage is provided for each eligible covered housestaff physician. A description of the actual benefits is available from the House Staff Association.

Dental Insurance

All residents are eligible to participate in the County's Dental HMO plan. There is no cost for this benefit

Life Insurance:

All housestaff physicians shall be provided with life insurance in an amount equal to their annual salary at no cost to the housestaff physician.

Lab Coats

At the time of initial hire, housestaff physicians will be furnished with two (2) lab coats free of charge. During their employment, replacements will be furnished free of charge when the condition of the lab coat so warrants.