



Medical Director I
NMH
Chicago, Illinois

POSITION SPECIFICATION

2023

Job Title: Medical Director I

POSITION SUMMARY

The **Medical Director I** reflects the mission, vision, and values of NM, adheres to the organization's Code of Ethics and Corporate Compliance Program, and complies with all relevant policies, procedures, guidelines and all other regulatory and accreditation standards.

Specific effort that the Medical Director I will provide is outlined in their Medical and Educational Administrative Appointment form.

RESPONSIBILITIES

Description

- Provides Medical leadership for the service or department in area of expertise, assisting with establishing standards of care and developing programs to improve clinical outcomes and quality of service.
- Responsible for advancing the goals of NM with regards to quality, safety, patient satisfaction, operations and other key performance indicators, as well as financial targets within the service area.
- Responsible for attending requested and required hospital meetings, including regularly scheduled meetings with other administrative leaders in their area
- Collaborates and communicates effectively with other administrative leaders, as well as all team members to assure consistency across the department

Additional Functions

- Responsible for quality of service and capacity to meet volume demands
- Manages utilization in the unit and triages incoming patients as required
- Oversight of physician scheduling to assure appropriate coverage
- The physician is expected to report the number of hours spent performing these activities on a monthly basis in an NMH approved format.

COMPETENCIES / PERFORMANCE EXPECTATIONS

- Please refer to NMHC Performance Leadership Competencies.

QUALIFICATIONS

Required:

- Current Illinois medical license in good standing
- Shall be and remain a member in good standing of the NMH Medical Staff
- Shall be qualified by training, experience, interest, demonstrated current ability, and board certification in the clinical area covered by the department.
- Must be knowledgeable about working with an adult population ranging from adolescent to geriatric, including patients with communications barriers, sensory impairment, and physical limitations, including but not limited to developmental, mobility, vision or hearing impairments
- Must be able to identify appropriate measures and accommodations to meet the needs of the patient in their age category.

- Must be able to communicate and interact effectively with patients and family members to resolve issues.

Preferred:

- Should possess strong interpersonal skills, excellent clinical judgment and quality assessment skills

OTHER

Management Responsibility:

- N/A

Population Served:

- Internal
 1. Chief Medical Officer
 2. Associate Chief Medical Officer
 3. Key Medical Director(s)
 4. Manager, Medical Affairs
 5. Vice President(s) of service or department
 6. Administrative Director(s) of service or department
 7. Administrative Manager(s) of service or department
 8. Members of Medical Staff
- External
 1. Healthcare industry leaders
 2. Specialty societies and committees
 3. Community Physicians

ADDENDUMS

Addendum– Unit Medical Director: Clinical Research Unit (CRU)

- This position is jointly funded between NMH and Northwestern University Clinical and Translational Sciences Institute.
- The patient care referenced above applies to research participants’ care in the setting of clinical research.

Additional education/experience qualifications

Required:

- Must be knowledgeable about and experienced in managing all aspects of clinical research including but not limited to clinical trials and observational epidemiological studies.
- Should be actively funded Feinberg School of Medicine faculty member with experience designing, monitoring (participation on data safety monitoring boards), and/or performing clinical trials (for example, to identify novel biomarkers or test innovative therapeutic/preventive interventions in well-controlled studies).

Preferred:

- Experience with multi-center trials and NIH-funded clinical and translational research is preferred.

Additional responsibilities:

- Provides guidance on clinical research activity related to Good Clinical Practice and research participant safety conducted on the CRU.
- Contributes to strategic planning, not limited to any one research program or discipline.
- Co-leads the Feasibility and Operations Study Review Committee, including but not limited to review of new studies undergoing the intake process and current and closed studies needing additional review, to determine feasibility, resource utilization, and appropriateness for the CRU.
- Collaborates and communicates effectively with both NMH and Northwestern University (NU) CRU teams to ensure effective, safe, and efficient clinical research on the CRU.
- Promotes and role-models effective and positive collaboration and communication among NU investigators and study teams, and NU and NMH CRU staff, to ensure advancement of clinical research, cooperative problem-solving between CRU and study teams, and goodwill between institutions.
- Be available for urgent medical concerns for CRU participants when the CRU staff is unable to contact the study team or designated representatives.