

ASSISTANT CHIEF OF SECTION (NEURO-SURGERY)

GENERAL STATEMENT OF DUTIES: Assists in the direction and administration of a Neuro-Surgery program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Surgery and Chief Neuro-Surgical Section is responsible for the professional supervision of the Neuro-Surgery program. These responsibilities include the formal and informal instruction of staff and students in this field. Supervision is exercised over a substantial number of employees including physician, technicians, and attendants. In addition, a staff relationship exists with other services.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the diagnosis and management of patients with neuro-surgical and related diseases;

Supervises, establishes, and organizes a training program for house staff physicians;

Supervises the outpatient Neuro-Surgical clinic;

Makes recommendations for improvements in patient care;

Maintains close liaison and consults with other services;

Participates in clinical conferences;

Maintains records and reports of program activities;

Handles administrative duties such as scheduling, budget requests, supplies and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of Neuro-Surgery; good knowledge of the interrelationships in the related medical disciplines; working knowledge of the methodology in medical teaching; ability to instruct subordinates and other hospital personnel in the fundamentals of neuro-surgery with either formal or informal methods; ability to understand the role of a public hospital and its related medical facilities to the community; tact; courtesy; sound professional judgment.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a medical school of recognized standing with an M.D. degree*, and four years of approved residency training, including at least 30 months in clinical neurological surgery.

SPECIAL REQUIREMENT: (1) Certified by, or eligible for certification for American Boards in neuro-surgery; and (2) License to practice medicine in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-grating institution.

West. Co.
J.C.: Non-Competitive†
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Job Class Code: E0393
Job Group: XVI