

ASSISTANT DIRECTOR OF DIVISION (PATHOLOGY)

GENERAL STATEMENT OF DUTIES: Assists in the overall operation of the pathology program of the Hospital; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director and Associate Director of Pathology, the Assistant Director is responsible for aiding in the overall operation of the Pathology Department. Incumbent is specifically responsible for resident training and for laboratory quality center. Supervision is exercised over a number of resident physicians and technical employees.

EXAMPLES OF WORK: (Illustrative Only)

Conducts review of gross and microscopic autopsy and surgical specimens;

Supervises training of residents in clinical pathology;

Directs supervision of quality control program in all laboratory areas, including hematology, chemistry, urinalysis, bacteriology and blood banks;

Sets up and evaluates new technical procedures;

Reviews established procedures and specific problems, through discussion and testing of laboratory technologists, to maintain a high level of performance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES: Good knowledge of clinical and anatomical pathology; good knowledge of the procedures, equipment and operations of a pathology laboratory; ability to interpret test results; ability to administer research projects; ability to instruct subordinates and students; ability to speak and write effectively; good judgment; imagination; creativity, and good physical condition.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE: Graduation from an approved school of medicine with a medical degree plus one year of training as a medical intern in an approved hospital, and 3 years of approved residency training in the field of pathology.

SPECIAL REQUIREMENT: Either licensed or eligible for license to practice medicine in New York State and either Board certification or eligibility for Board certification in anatomic and Clinical Pathology.

West. Co.
J.C.: Non-Competitive†
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Job Class Code: E0406
Job Group: XVI