

## ASSOCIATE DIRECTOR OF DIVISION (PATHOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Director of Division (Pathology), shares in the direction of the Pathology Division of the Department of Hospitals. The work of the Division encompasses both anatomical pathology, which involves procedures such as the preparation of surgical, autopsy and cytology specimens, and clinical pathology which involves a range of diagnostic laboratory procedures in hematology, chemistry, bacteriology, blood banking and other medical laboratory services. This position assumes a lead role in the medical supervision of laboratory technicians and in the training of residents and interns. In the absence of the Director, full charge is assumed. Supervision is exercised over a substantial number of professional, technical and clerical staff, which constitute the Pathology Division. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Makes final pathology diagnoses and reviews resident's and intern's diagnoses;

Consults with physicians of other divisions on the interpretation and evaluation of findings;

Participates in the training of residents, interns and laboratory technicians;

Participates in the planning and development of patient services and training by Division;

Participates in the work of interdivisional committees, as assigned;

Attends interdivisional conferences;

Assists the Director in the preparation of budget requests and the preparation of periodic activity reports.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of clinical and anatomical pathology; good knowledge of internal medicine; good knowledge of the operation of laboratory equipment related to pathology; good knowledge of a hospital organization and functioning; ability to interpret test findings; ability to administer research projects and general laboratory records; ability to instruct subordinates and students; ability to speak and write effectively; good judgment; imagination; creativity; pleasing personality; tact; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of medicine\* and four years of approved residency training in the field of pathology.

SPECIAL REQUIREMENT: License to practice medicine in New York State and Board certification in anatomic and clinical pathology.

\*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-granting institution.

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West. Co.  
J. C.: Non-Competitive†  
ACS

Job Class Code: E0113  
Job Group: XVIII