

CHIEF OF SECTION (CLINICAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class oversees the provision of medical care services to adults and children. This class is responsible for the development, coordination and implementation of programs designed to promote and maintain good health and prevention of disease and disability in accordance with established departmental policies and procedures and in cooperation with other professional and administrative personnel. Supervision may be exercised over lower level professional and lay personnel and consultative supervision is given to professionals in other disciplines in health care. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops standards, guidelines, and procedures to ensure uniformly high level of patient care;

Assists in the development of procedures for evaluating care;

Establishes a strong health education program as an integral part of patient care and staff training;

Provides input into the further development and implementation of clinical programs;

Participates with the Assistant Commissioner of Health for Nursing Services in the recruitment, selection and assignment of responsibilities in clinical care services;

Works closely with the Assistant Commissioner of Nursing and Health Care Administrator (Public Health Programs) to review programs, priorities and procedures for health care;

Provides direct patient care in clinics on a scheduled and unscheduled basis in areas such as reproductive health services, HIV counseling/testing, sexually transmitted diseases (STD) and tuberculosis (TB);

Provides medical supervision of nurse practitioners;

Interviews, selects and supervises clinicians in accordance with program needs;

Attends conferences and continuing education courses to keep abreast of developments and advances in health care, and acts as the Health Department representative with other agencies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of medical principles, practices and techniques related to adults and children; knowledge of the public health care delivery system and principles of health care planning; knowledge of public health administration; ability to effectively coordinate the work of others; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; thoroughness; initiative; reliability; tact; resourcefulness; enthusiasm; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, to practice medicine in the State of New York and a Degree as a Doctor of Medicine* supplemented by an approved internship, and a residency of at least two years with specialization in any of the following: obstetrics/gynecology, family practice, internal medicine or pediatrics and in addition at least one year of experience where the primary function was in the delivery of medical services.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Non-Competitive†
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Job Class Code: E0843
Job Group: XVII