

## DIRECTOR OF DIVISION (MEDICINE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision incumbents are responsible for the work in one of the various Divisions of the Hospital in all its phases; including both directing the care of patients and teaching and supervising the resident physicians and interns assigned to the division. Supervision is exercised over a substantial number of voluntary attending staff physicians as well as a substantial number of interns and residents and/or support staff.

### EXAMPLES OF WORK: (Illustrative Only)

Plans and supervises the medical work in the diagnosis and care of a large number of patients on the medical wards, clinics, emergency room, etc.;

Organizes, directs, and coordinates the work of the voluntary attending staff of physicians assigned to the division;

Plans and supervises or gives personally detailed instructions to resident physicians and interns assigned to the service;

Responsible for the operation of services and programs that fall under the auspices of the division;

Plans and conducts formal medical conferences, ward rounds, and teaching lectures;

Consults with and maintains close liaison with other clinical and research services;

Carries out policies and recommendations of the Medical Board as they concern the care of patients;

Supervises and personally gives instructions to students from other disciplines;

Makes recommendations to the Hospital Director for improvement of the patient care and teaching programs;

Keeps abreast of modern practices and technology in the practice of pediatrics;

Recruits and makes recommendations to the Hospital Director and Medical Board for appointment of attending and resident staff;

May plan personnel and general budget, and perform other administrative functions;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May use 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.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of basic modern medicine and of the specific field of practice; thorough knowledge of hospital operations; thorough knowledge of methodology used in medical training in the field of practice; good knowledge of the interrelationships among the many disciplines employed in a hospital; ability to plan and execute a teaching program; ability to present instruction in a clear, logical, and concise manner; ability to deal effectively in professional matters with university personnel, other hospitals, and physicians in private practice; understanding of the roll of a public hospital in medical services to a community; leadership; professional and personal integrity; physical condition commensurate with the requirements of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Graduation from an approved medical school\*, two years of approved residency training in the field of practice, and three years of medical practice, academic training or academic instruction; or a combination thereof. In addition, candidates must be certified by or eligible for certification by the American Board of Internal Medicine, Pediatrics, Emergency Medicine or equivalent Board preparation in a medical specialty, and must be licensed to practice medicine in New York State.

**NOTE:** Certification, residency training and medical practice, academic training or academic instruction should all be in the same field of practice/specialty area.

**NOTE:** Candidates must provide a copy of the letter admitting them to the proximate exam as proof of eligibility for certification by a Board preparation in a medical specialty.

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

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