

DIRECTOR OF DIVISION (ORTHOPEDICS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a higher medical authority, an incumbent of this class is responsible for directing, planning, developing, and coordinating orthopedic services on an out-patient and/or in-patient basis. Supervision may be exercised over interns and residents. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, supervises and participates in the diagnosis and treatment of orthopedic patients to ensure quality of service to all patients;

Directs the professional care of the patient population in accordance with New York State regulations;

Organizes, directs and coordinates the work of voluntary attending staff;

Plans, supervises and gives detailed instructions to resident physicians and, interns assigned to Orthopedics;

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

Provides, on request, appropriate consultation to other services;

Ensures implementation and compliance with regulatory requirements related to patient services;

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

Supervises and personally gives instructions to students from other medical disciplines;

Makes recommendations for the improvement of patient care and teaching programs at the Medical Center;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and training in the field of orthopedics; thorough knowledge of hospital operations; thorough knowledge of methodology used in medical training; good knowledge of the inter-relationships 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 role of a public hospital in medical services to a community; leadership; professional and personal integrity; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school* and completion of an approved one year internship and an approved three year residency in orthopedics, and three years experience in orthopedics.

SPECIAL REQUIREMENT: Possession of a valid license and current registration, issued by the New York State Education Department, to practice medicine in New York State, and must be certified or eligible for certification by the American Board of Orthopedic Surgery.

*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.