

## HEALTH CARE ADMINISTRATOR (HEART CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for directing and coordinating the administration, organization, control and supervision of the operations of the Heart Center at Westchester County Medical Center. Responsibilities include coordinating and promoting the common activities of its constituent components including Adult Cardiology, Adult Cardiovascular Surgery, Pediatric Surgery, and Community Cardiology in order to deliver the optimum level of cardiac related diagnostic, treatment, and preventive services. This position is also responsible for identifying potential or existing risks or liabilities relating to the Heart Center program and making appropriate recommendations as needed. Administrative supervision is exercised over professional, medical, technical, and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of policies and procedures for the Heart Center at Westchester County Medical Center and implements approved hospital policies;

Maintains total administrative responsibility for the optimum utilization and effectiveness of cardiac related programs and activities including diagnostic, treatment, and preventive programs;

Works with clinical staff to develop specialty clinics as well as innovative programs and procedures to make the Center more responsive to the needs of the community;

Develops and implements new programs to maintain the Heart Center as a leader in cardiac diagnostic, treatment and preventive services and strengthens existing clinical and administrative activities relating to cardiac services to enhance quality and promote overall effectiveness of the program;

Develops, implements and evaluates programs and activities in concert with the New York Medical College designed to promote teaching and research in cardiovascular diseases;

Develops a strategic plan consistent with the Medical Center's mission that will create future direction for cardiac care;

Promotes the involvement of community hospitals and physicians in the Heart Center at Westchester County Medical Center and develops a marketing and public relations program designed to educate and inform both the professional community and the public at large of the program and activities available through the Heart Center;

Administratively responsible for assuring that the assigned Heart Center services are in compliance with all standards and regulations set forth by the Joint Commission on the Accreditation of Hospitals and New York State Department of Health;

Implements and monitors Heart Center services to minimize risks of loss and recommends corrective or preventive measures where necessary;

EXAMPLES OF WORK: (Illustrative Only) (CON'T.)

Promotes managed care contracts that will expand market share in cardiovascular disease at the Medical Center;

Identifies causes of clinical incidents relating to cardiac care and implements medical procedures to promote safety and reduce risk;

Develops, implements and monitors statistical reporting systems that generate data on the utilization of the Heart Center;

Prepares the annual budget for the Heart Center and monitors spending in conformance with established cost controls;

Prepares reports and maintains adequate records and files on the activities of the Heart Center as required;

Provides supervision as assigned;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of hospital administration, particularly those aspects related to cardiac services; thorough knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and the New York State Department of Health; good knowledge of risk management in a hospital or health delivery setting; good knowledge of administrative reporting and control procedures; ability to establish and maintain effective working relationships with a wide range of professional, administrative, technical and clerical staff; ability to communicate effectively both orally and in writing; sound and mature professional judgement; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) six years of progressively responsible administrative and supervisory experience, two years of which must have been health care related, or (b) a Master's Degree\* in Health Care, Hospital Administration, Business Administration, or Public Administration and four years experience as stated in (a), which must have included the two years of specialized experience, or (c) a satisfactory equivalent combination of the foregoing training and experience.

\*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.