

## PROGRAM ADMINISTRATOR (PATIENT DISCHARGE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the development, implementation, administration and coordination of a program to insure that patients who are about to be discharged from the Westchester County Medical Center are provided with appropriate levels of after-care as provided by various other County and Community health agencies. This involves working closely with staff for appropriate referrals. Work also includes the establishment and maintenance of effective working relationships with various levels of professional and administrative staff at other hospitals and community based health agencies. Supervision may be exercised over a small number of clerical support staff.

### EXAMPLES OF WORK: (Illustrative Only)

Establishes contacts and interviews patients and members of their family regarding their needs and requirements for after-care treatment after being discharged from the Medical Center;

Coordinates with the Division of Nursing and the Division of Social Services for appropriate referrals to clinics, public and private community based agencies providing health care and related services;

Prepares and provides professional personnel with detailed written reports describing the nature of the care required, with supportive documentation from patient records, as needed;

Contacts and coordinates with appropriate agencies for the provision of medical equipment and supplies required for adequate home care;

Provides hospital professional staff with information and referrals of the various types of services and facilities available to patients for the provision of after-care;

Interprets to professional and administrative staff of the Medical Center, policies and procedures regarding patient discharge services;

Provides information both to hospital staff and to the staff of outside health services agencies regarding the Medical Center's patient discharge services, procedures and policy;

Participates in multi-discipline conferences regarding selected patients requiring specialized care in order to provide input regarding after-care services;

Prepares reports and maintains detailed records as required;

Participates in studies and conducts research as it relates to patient discharges, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the various types of patient care and treatment particularly as it applies to planning for continued patient care; thorough knowledge of the practices and techniques used in planning care outside of a hospital environment; thorough knowledge of the services provided by community health facilities and agencies; good knowledge of the current trends and modern techniques in the field of medicine, nursing and health education; familiarity with federal, state and local laws applicable to the home care of patients; familiarity with the organization, functions and services provided by the Medical Center and Ruth Taylor Institute; ability to establish and maintain effective working relationships with patients, their families, professional staff and the general public; ability to speak and write effectively on health topics; initiative and resourcefulness in planning and enabling after-care services; sound professional judgment; tact; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* in the field of medicine, nursing, biology or other related field and either (a) five years experience providing patient care in a hospital or health care institution, one of which must have been at the supervisory or administrative level; or (b) a Master's Degree\* in Health Administration, Hospital Administration or Nursing Administration and four years experience as stated in (a) which must have included the one year of supervisory or administrative 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.

West. Co.  
J. C.: Competitive  
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Job Class Code: C1701  
Job Group: XII