

ASSISTANT CHIEF OF SECTION (NEUROLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Neurology and the Director of Medicine, an incumbent of this class assists in the direction and administration of a Neurology Program. Responsibilities include the professional supervision of the Program, formal and informal instruction of staff and students in the fundamentals and techniques of the field. Supervision is exercised over a substantial number of employees including physicians, technicians, and attendants. In addition, a staff relationship exists with other services. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Supervises the diagnosis and management of patients with Neurological diseases;

Supervises and teaches interns and students in the field of Neurology;

Supervises the Outpatient Neurology Clinic;

Maintains close liaison and consults with other services especially in regard to patients with chronic neurological diseases;

Makes recommendations for improvement of patient care;

Participates in clinical conferences;

Responsible for maintenance of reports and records;

Responsible for administrative duties, such as, scheduling, budget requests, supplies and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of Neurology; knowledge of methodology in medical teaching, good knowledge of the interrelationships in the related medical disciplines; ability to instruct subordinate and other responsible personnel in the fundamentals with either informal or formal methods; ability to understand the rules of a public hospital and its related medical facilities to the community; sound professional judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, as a Physician in New York State, graduation from an approved school of medicine with an M.D. degree*, and completion of an accredited residency/fellowship program in the field of Neurology.

*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 Departments as a post-secondary, degree-granting institution.

West. Co.
J.C.: Non-Competitive†
MAP5

Job Class Code: E0392
J.G. XVI