

ASSISTANT CHIEF OF SECTION (NEUROLOGY)

GENERAL STATEMENT OF DUTIES: Assists in the direction and administration of a Neurology Program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Neurology and the Director of Medicine, is responsible for the professional supervision of the Neurology Program. These responsibilities include 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.

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: Graduation from an approved school of medicine with an M.D. degree*, supplemented by one year of training as an intern in an approved hospital and three years of approved residency training in the field of Neurology. Certified by or eligible for certification by the American Board of Neurology.

SPECIAL REQUIREMENT: License to practice medicine in New York State.

*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.

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J.C.: Non-Competitive†
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Job Class Code: E0392
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