

ASSISTANT CHIEF OF SECTION (ORTHOPEDICS)

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

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Orthopedics and the Director of Surgery, is responsible for professional supervision of the Orthopedic Program. These responsibilities include formal and informal instruction to 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 patient care of patients on service;

Provides advice and instruction and prescribes therapy for patients who are in need of Orthopedic care;

Supervises and establishes an organized training program for house staff physicians;

Supervises the Outpatient Orthopedic Clinic;

Participates in clinical conferences and makes recommendations concerning improvement in care and study projects;

Maintains contact with welfare and community agencies regarding the overall indications of the service;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of Orthopedics; ability to instruct subordinates and other hospital personnel in the fundamentals of Orthopedics with either formal or informal methods; ability to understand the rules of a public hospital and its related hospital 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 intern training in an approved hospital, and four years of approved residency training in the field of Orthopedics. Certified by or eligible for certification by the American Board of Orthopedics.

SPECIAL REQUIREMENTS: 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 Department as a post-secondary, degree-granting institution.