

ASSISTANT CHIEF OF SECTION (OTOLARYNGOLOGY)

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

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Section (Otolaryngology) and the Director of Division (Surgery), is responsible for the professional supervision of the Otolaryngology Program. These responsibilities include formal and informal instruction to the 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;

Supervises, establishes and organizes training program for house staff physicians;

Supervises the Outpatient Otolaryngology Clinic;

Consults with other services on patients that are referred;

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 request, supplies and equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of Otolaryngology; knowledge of methodology in medical teaching; good knowledge of the inter-relationships in the related medical disciplines; ability to instruct subordinates and other hospital personnel in the fundamentals of Otolaryngology with either formal or informal methods; ability to understand the role 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 an approved residency training in the field of Otolaryngology. Certified by or eligible for certification by the American Board of Otolaryngology.

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 Department as a post-secondary, degree-granting institution.

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J.C.: Non-Competitive†
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Job Class Code: E0396
Job Group: XVI