

ASSISTANT CHIEF OF SECTION
(OUT PATIENT & EMPLOYEE HEALTH SERVICES)

GENERAL STATEMENT OF DUTIES: Assists in the direction and operation of the Outpatient Division and Emergency Service; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Clinical Director, assists in the management of the Out-Patient Division of the Hospital; functions as a medical contact in the Out-Patient Division for public and private agencies and physicians concerned using out-patient services. In addition, assists in all medical aspects of the admitting process. Functional guidance is exercised over interns and residents assigned to clinics on a rotating program basis, supervising a small number of clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in supervising the operations of the out-patient clinics including the work of the clinic registrar, and insures that all clinics are adequately staffed, equipped and maintained;

Assists in the operation of the Emergency Room, reviews diagnoses and treatments, and assists house staff in determining whether emergency patients should be admitted to the hospital;

Assists in the administration of the employees' health service program;

Diagnoses and administers treatment to employees and students reporting sick or refers them to the proper clinic, as medically indicated;

Gives complete physical examinations to all prospective employees and students, and schedules and gives periodic physical re-examinations;

Receives and replies to a large volume of written and telephone inquiries pertaining to patients using out-patient services;

Makes special clinical investigations and assists in conducting mass immunization programs, as required;

Reviews hospital records of all hospitalized employees;

Reviews and approves all special diet requests for employees on duty;

Acts in absence of Clinical Director.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern medicine; good knowledge of hospital organization; skill in diagnosis of usual and unusual medical complaints; ability to maintain an effective employee health program preventative, prophylactic, and therapeutic, and to assume responsibility for related medical administrative function; demonstrated leadership and planning ability; patience and tolerance for routine medical work; cooperative attitude; good judgment good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school*, supplemented by completion of an approved internship; and in addition, either (a) three years of approved residency training in internal medicine, or (b) any combination of training and experience equivalent to (a).

SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATIONS: Possession of a 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.