

## ASSISTANT DIRECTOR OF DIVISION (HEMATOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Hematology assists in the administration of the Hematology service and is responsible for specialized work in diagnosis and treatment of hematology patients. Full supervision is exercised over a small number of technical and clerical employees and a small number of physicians. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of the Hospital Hematology services;

Consults with surgeons and physicians on the diagnosis and treatment of individual cases;

Instructs interns, residents, house staff and attending physicians in hematology and immunology;

Conducts research in clinical hematology and immunology;

Attends in the out-patient care conducted there;

Assists in the supervision of the interpretation and methodology of hematological tests.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the field of hematology; good knowledge of hematological techniques and therapy; good knowledge of the general field of medicine; good knowledge of the operation of equipment; ability to administer therapy and to interpret test findings; ability to instruct subordinates and students; ability to speak and write effectively; good judgment; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of medicine with a Medical Degree\* supplemented by one year of training as a medical intern in an approved hospital and either: (A) 3 years of approved residency training in the field of Internal Medicine or Pathology plus one year of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Licensure or eligibility for such licensure to practice medicine in New York State and either Board certified or eligible for Board certification in either Internal Medicine or Pathology.

\*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.

West. Co.  
J.C.: Non-Competitive†  
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Job Class Code: E0404  
Job Group: XVI