ASSISTANT DIRECTOR OF DIVISION (SURGERY)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Surgery, an incumbent of this class assists in the direction and administration of the Surgical Division. Responsibilities include assisting in the development and supervision of the surgical service, the performance of surgery, and staff instruction. Direct supervision is exercised over a number of Residents and Interns. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the development of teaching programs for the house staff;

Supervises and participates in the care of surgery patients;

Performs or supervises diagnostic procedures;

Performs surgery;

Directs and instructs in laboratory research projects;

Attends clinics and conferences concerned with patient care and instruction;

Assists in the performance of the administrative duties of the service, including recruitment and scheduling of work;

Assumes responsibility in the absence of the Director of Surgery.

REQUIRED KNOWLEDGE, SKILLS, ABILITES AND ATTRIBUTES: Thorough knowledge of the field of surgery; thorough knowledge of the practices and procedures involved in medical training; good knowledge of the inter-relationships among the medical disciplines; ability to instruct subordinate personnel in a clear, logical, and concise manner; understanding of the role of a public hospital in the community; sound professional judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of medicine with an M.D. degree*, and successful completion of an accredited residency/fellowship program in a field of surgery.

SPECIAL REQUIREMENT: Possession of a valid 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.

West. Co.   Job Class Code: E0410
J.C: Non-Competitive   Job Group: XVI
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