

ASSISTANT DIRECTOR OF SURGICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for assisting in the direction and coordination of the clinical and non-clinical operations of the Surgical Services division of Westchester Medical Center. Responsibility also involves coordinating services of ancillary departments to ensure the optimum level of medical services to the patients and support services to the medical and professional staff. The incumbent is responsible for supervision of the Materials Management Unit in Surgical Services, including analysis and recommendation of surgical and post-operative products, and procurement of these products. Incumbent also has oversight over a large number of professional, technical and clerical personnel in Surgical Services. Does related work as required.

EXAMPLES OF WORK:

Participates in the formulation of policies and procedures for the Operating Room and Recovery Room and contingent patient areas, as assigned;

Maintains administrative responsibility for the optimum use of the Operating Room, Recovery Room and contingent patient areas as assigned;

Assists with the development of operational systems which best utilize the Operating Room facilities and related resources in accordance with established overall goals of the Medical Center and in compliance with standards set forth by regulatory agencies and Medical Center policies and procedures;

Assists with regular inspections of Operating Rooms and Recovery Rooms to ensure compliance with all standards and regulations set forth by the Joint Commission of the Accreditation of Hospitals and the New York State Department of Health;

Coordinates patient admission procedures with Patient Access Center and develops schedules for the Operating Room;

Develops cost analysis for new surgical and post operative product requests, examines alternative products and compares to those currently used to control costs and maintain quality and depth of care;

Develops recommendations based on cost analysis, product quality and physician feedback;

Evaluates the utilization of resources as it relates to the volume and nature of cases being performed each month;

Develops staffing schedules for the Operating Room and Recovery Room to cover regular and emergency services in coordination with the needs of the medical surgical staff;

Organizes equipment and space utilization to insure the most efficient and effective operation of the Operating Room and Recovery Room;

EXAMPLES OF WORK: (Cont'd)

Works in conjunction with the Division of Medical Records, Labs, and Radiology to ensure the timely pick up and return of patient charts and lab results to and from the operating room;

Assists with the development, implementation and analysis of statistical reporting mechanisms providing data on the utilization of the Operating Room and Recovery Room;

Assists with the preparation of the annual budget for Surgical Services and monitors spending in conformance with established cost controls;

Serves as a liaison with physician, clinical support and administrative staff;

Prepares reports and maintains adequate records and files on the activities of Surgical Services as required;

Participates in the supervision of staff and assesses need for training and schedules accordingly Surgical Services and Recovery Room staff;

Attends meetings, conferences and seminars as required;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May performs other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the operational organization of a large hospital, particularly those aspects related to Surgical Services; thorough knowledge of the products used in surgical services and the procedures in using them; good knowledge of administrative reporting and control procedures; good knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and the New York State Department of Health as they relate to the operation of Surgical Services; knowledge of protocol in the delivery of clinical and support services and treatment involving Surgical Services and post-operative care; ability to coordinate and schedule the work of multi-level staff across departmental lines; ability to establish and maintain effective working relationships with a wide range of professional, administrative, technical and clerical personnel; ability to evaluate level of efficiency and cost effectiveness of various products and related services; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound and mature professional judgment; resourcefulness; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* and four years of experience where the primary function of the position was in hospital administration, and either (a) two of which must have been in Surgical Services; or (b) one of which must have been in Surgical Services and must have included the analysis of products used in Surgical Services.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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.: Competitive
MVV3
1

Job Class Code: E0840
Job Group: E14