

## ASSOCIATE DIRECTOR OF DIVISION (MEDICINE)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Medicine, an incumbent of this position oversees the clinical and subspecialty services of a clinical division in cooperation with the attending physicians and other health care professionals. Responsibility also involves the training and supervision of house staff assigned to the Department of Medicine. Clinical supervision is exercised over other physicians, house staff and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the care of both in-patients and out-patients insuring conformance to quality and professional standards;

Coordinates the services of the clinical division with the Division Director, section supervisors, hospital administrators, and other divisions of the hospital;

Provides training and supervision to house staff in the area of clinical specialty;

Plans and coordinates teaching activities with on-going patient services to provide house staff with clinical practice;

Participates in research activities at a clinical level;

Insures that patient records are properly documented to reflect diagnostic and treatment services, as required by established patient care standards;

Assists the Director, generally, and assumes those duties in the absence of the Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of internal medicine; thorough knowledge of the methodology used in medicine training; good knowledge of hospital organization and operations; ability to deal effectively with patients, other health professionals and physicians; leadership; professional and personal integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school\* with one year of approved internship and either (a) three years of approved residency in Internal Medicine and/or a subspecialty thereof and two additional years of medical practice, academic training or academic instruction in the field of Medicine or a subspecialty thereof; or (b) five years of licensed practice in the field of Medicine or a subspecialty thereof.

SPECIAL REQUIREMENTS: Possession of a current valid license to practice Medicine in New York State. Shall be board certified or board eligible for certification, by the American Board of Internal Medicine, in internal medicine or a subspecialty thereof.

\*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.