

ASSOCIATE DIRECTOR OF DIVISION (PEDIATRICS)

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Director of Pediatrics shares the responsibility for the Pediatric Division of the Hospital in all of its phases, including both directing the care of patients and teaching and supervising the Resident Physicians and Interns assigned to the Pediatric Service. Supervision is exercised over a substantial number of interns and Residents. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Trains and supervises house staff;

Recruits for house staff;

Plans and coordinates teaching of and activities of voluntary attending staff;

Directs the care of both inpatients and outpatients and develops recommendations for improvement of facilities and procedures;

Supervises activities in the Pediatric clinics and helps develop the clinics into proper teaching sessions;

Coordinates the programs of the subspecialty services in cooperation with section chiefs;

Initiates and supervises research activities at a clinical level;

Supervises the maintenance of the records of the pediatric patients to insure they reflect the activities in patient care;

Assists the Director, generally, and assumes his duties in his absence.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of pediatrics; thorough knowledge of the methodology used in medicine training; good knowledge of hospital organization and operations; ability to present instruction in a clear, logical, and concise manner; ability to plan and execute a teaching program; ability to deal effectively in professional matter with university personnel, other hospitals, and physicians in private practice; leadership; professional and personal integrity; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school*; one year of approved internship; three years of approved residency in Pediatrics and/or a subspecialty thereof; and two additional years of practice in Pediatrics, education, or instruction.

SPECIAL REQUIREMENTS: Must be licensed to practice medicine in New York State. Shall be certified or eligible for certification in Pediatrics 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.

West. Co.
J. C.: Non-Competitive†
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Job Class Code: E0114
Job Group: XVIII