

## ASSOCIATE DIRECTOR OF DIVISION (SURGERY)

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Director of Surgery shares responsibility for the surgical house staff and attending staff. In the absence of the Director, full charge is assumed. In addition this position assumes a lead role in research activities of the surgical service. Supervision is exercised over a substantial number of voluntary and paid physicians, as well as 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;

Plans and organizes lectures and conferences;

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

Initiates and supervises research activities at a clinical level;

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

Acts as surgical administrator of Tumor Clinic;

Assists the Director of Surgery generally and assumes his duties in his absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of surgery; thorough knowledge of the methodology used in surgical training; good knowledge of hospital organization and operation; ability to present instruction in a clear, logical and concise manner; ability to deal effectively in professional matters 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; four years of an approved residency in general surgery; and two additional years of surgical practice, education or instruction.

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

\*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: E0119  
Job Group: XVIII