

## CHIEF OF SECTION (CHEST DISEASE SERVICE)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class plans and directs a program for the diagnosis and treatment of tuberculosis and chest diseases. The incumbent has responsibility for supervising the medical care of patients diagnosed with Tuberculosis and other chest diseases, including out-patients and consultation clinic services. Responsibility also involves the training of resident staff physicians assigned to the division or Service Staff Physicians, and clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the examination and diagnosis of patients; plans and supervises their treatment;

Makes rounds with House Staff and Attending Physicians to review the examination and diagnosis of difficult cases;

Presides at conferences and seminars through which patients and records are reviewed upon admission, discharge, and for such special reasons as consideration for surgery, etc.;

Renders speciality consultation to referring physicians, as required;

Meets with and advises with other division heads, such as nursing, social services, dietary and physiotherapy to coordinate comprehensive patient care;

Consults with families of patients regarding patient's condition, prognosis, and treatment alternatives;

Documents medical records and prepares required reports;

Develops and maintains referral relationship with community agencies providing Support Services in the field of Tuberculosis and Chest Diseases, and with other professional associations, individuals, and the press for the purpose of coordinating programs for the control and eradication of tuberculosis;

Keeps abreast of the field by attending and participating in medical conferences and lectures.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of tuberculosis and pulmonary diseases; thorough knowledge of the provisions of the Sanitary Code and the regulations of New York State and Westchester County Health Departments relating to the control of tuberculosis; good knowledge of hospital procedures in rendering patient care, both in- patient and out-patient; ability to train medical interns and residents; ability to diagnose disease in its various stages; skill in the treatment of tuberculosis patients;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

professional expertise and resourcefulness in dealing with emergencies; initiative in developing new methods in teaching and research; good judgment in making decisions relative to the effective operation of the service; ability to establish and maintain effective working relations with other administrators and professional medical staff; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Degree\* as a Medical Doctor, including one year of internship and three years of approved residency training in Medicine or Sub-Specialty thereof in an approved hospital.

NOTE: Previous participation in teaching or research work in the field of tuberculosis, and familiarity with tuberculosis programs in institutions of New York State are desirable.

\*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.

SPECIAL REQUIREMENTS: Possession of a current, valid license to practice medicine in New York State.