

CHIEF OF SECTION (COMMUNICABLE DISEASES)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Deputy Commissioner of Health, an incumbent of this class has responsibility for dealing with the control of tuberculosis and other communicable diseases. Responsibility also involves training resident staff physicians assigned to the division or Service Staff Physicians as well as clerical employees. Incumbents may provide clinical services or direct patient care when necessary. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the tuberculosis control program including surveillance, clinical services, directly observed therapy and health education;

Directs and coordinates the activities of communicable disease clinical services including tuberculosis and STD;

Provides administrative oversight to the tuberculosis control program including fiscal reviews, staffing patterns, grant and budget preparation;

Documents medical records and prepares required reports;

Supervises the examination and diagnosis of WCDH tuberculosis clinic or communicable disease patients and plans and supervises their treatment;

Renders specialty consultation to community physicians and managed care organizations, as required;

Develops and maintains referral relationships with community agencies providing support services in the field of Tuberculosis, Communicable Diseases, and with other professional associations, individuals, and the press for the purpose of coordinating programs for the control and eradication of tuberculosis;

Consults with area physicians on communicable diseases with respect to diagnosis, immunization and control;

Assists the Deputy Commissioner in the formulation of broad technical and administrative policies;

Assists with preparation of the monthly and annual reports of the division;

Reviews current medical and public health literature, attends and participates in medical conferences, and disseminates pertinent information to professional staff members;

Provides Tuberculosis or Communicable Disease educational sessions to physicians, nurses, and other professional and para-professional staff;

Prepares articles on public health for scientific literature, as directed;

Prepares occasional news releases and interviews with the press for the Deputy Commissioner;

EXAMPLES OF WORK: (Illustrative Only) (Con't)

Directs and coordinates special projects and communicable disease outbreaks as assigned by the Deputy Commissioner;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the field of internal medicine, tuberculosis and communicable 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 and infectious diseases; good knowledge of public health administration; skill in the treatment of tuberculosis patients; ability to diagnose disease in its various stages; ability to work effectively with public officials, professional organizations and private groups interested in public health work; ability to effectively coordinate the work of others and to handle people; ability to write and speak effectively; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; strong interpersonal skills; Ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgement; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Department of Education, to practice Medicine. Board certification in Internal Medicine, Infectious Disease, or Pediatrics and possession of a Degree* as a Medical Doctor, satisfactory completion of a one year approved internship and three years of approved residency or fellowship in Internal Medicine.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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.

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