

## CHIEF OF SECTION (ENDOCRINOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Medicine, is responsible for the direction, implementation and operation of the Endocrinology Program. Further responsibilities include formal and informal instructions to the staff and students in the field of Endocrinology; supervises the OutPatient Endocrinology Clinic and attends and participates in pertinent conferences and seminars. Supervision is exercised over a substantial number of professional, para-professional and clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the operation and staff of the Endocrinology Program;

Directs and supervises the Out-Patient Endocrinology Clinic;

Directs and supervises the diagnosis and care of patients with endocritic diseases;

Plans and conducts lectures and demonstrations for the staff and students;

Participates in medical conferences;

Prepares reports and records as required;

Prepares work schedules, budget requests and purchase requisitions;

Advises to referring physicians on patient's present status and possible future medical treatment;

Recommends improvement of patient care to the Director;

Maintains close liaison with other services especially in regard to patients with endocritic diseases;

Regularly make rounds with house staff assigned to endocrinology;

Keeps abreast of new techniques and developments in the endocrinology field;

Encourages and initiates research as related to the field of Endocrinology and Metabolism.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the field of Endocrinology; good knowledge of methodology in medical teaching; good knowledge of the inter-relationships in the related medical disciplines; ability to instruct subordinates and other responsible personnel in the fundamentals with either informal or formal methods; ability to understand the rules of a public hospital and its related medical facilities to the community; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Degree\* s a Medical Doctor, supplemented by one year of residency in an approved hospital and one additional year of experience and training in the field of endocrinology.

SPECIAL REQUIREMENT: Certified or eligible for certification by the American Board of Endocrinology. Licensed to practice medicine in New York State.

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