

CHIEF OF SECTION (OUT-PATIENT & EMPLOYEE HEALTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, is responsible for conducting medical examination of patients either in the Out-Patient Department (OPD) or in the Emergency Service Department; performing diagnostic evaluations; treating the illness or injury; and referring the patient for further treatment (if necessary) to the appropriate specialty medical treatment service. Work is performed as part of a medical treatment team. Practical supervision may be exercised over interns and residents assigned to the clinics or Emergency Room on a rotating schedule and a small number of clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides professional medical services in the Out-Patient Clinics; referring patients to specialty service as indicated;

Provides professional medical services in the Emergency Room conducting diagnoses and treatments;

Refers patients for admittance to the hospital for further treatment;

Coordinates the medical aspects of the admitting process and consults with ancillary staff as needed;

Administers and controls the employees' health service program;

Gives complete physical examinations to all prospective employees and students, and conducts periodic physical re-examination in conformance with JCAH regulations;

Conducts medical examinations on employees injured while working and prepares accident reports as part of the Workmen's Compensation plan;

Receives and replies to written and telephone inquiries pertaining to patients using OPD & ER services;

Makes special clinical investigation and conducts mass immunization programs as required and reports all infectious and contagious diseases diagnosed in outpatients;

Maintains hospital records of all employees; reviews private physician clearances on employee absences;

Attends hospital staff meetings, medical and other conferences;

Lecture to various hospital groups as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern medicine; good knowledge of hospital organization; skill in diagnoses of usual and unusual medical complaints; ability to maintain an effective employee health program, preventative, prophylactic and therapeutic, and to assume responsibility for related medical administrative functions; demonstrated leadership and planning ability; patience and tolerance for routine medical work; cooperative attitude; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Degree* as a Doctor of Medicine and completion of one year internship supplemented by two years of approved residency training in internal medicine.

SPECIAL REQUIREMENT: Possession of a license to practice medicine in New York State.

*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 Department of Education as a post-secondary, degree-granting institution.