

## DIRECTOR OF DIVISION (EMPLOYEE HEALTH SERVICES)

GENERAL STATEMENT OF DUTIES: Provides professional medical services in Employee Health Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for patient management in the Employee Health Services Division responsible for conducting medical examinations of employees including physical examinations, annual assessments and diagnostic evaluations and/or referring the patient for further treatment (if necessary) to the appropriate specialty medical treatment service. Responsibility also involves the development and implementation of protocols for the Employee Health Services Division and insuring compliance to regulatory requirements by the New York State Department of Health, OSHA, PESH, and JCAHO. Coordinates unit activities with other divisions of the Medical Center, including Medical Records, Nursing, Administration, Regulatory Affairs and Personnel. Work is performed as part of a medical treatment team, with supervision over attending medical staff, nurse practitioner, interns and residents.

### EXAMPLES OF WORK: (Illustrative Only)

Manages the clinical and operational functions of the Employee Health Service Division, including protocol and procedures development and implementation;

Insures compliance, including quality control reviews, to all regulatory requirements, JCAHO/OSHA/PESH standards, and WCMC administrative policies and procedures;

Supervises, trains and coordinates the activities of Employee Health Services attending medical, resident and nursing staff;

Coordinates activities of Employee Health Services with other divisions of the Medical Center, including Medical Records, Nursing, Administration, Regulatory Affairs and Personnel;

Oversees the maintenance of patient scheduling and tracking systems, records and reports documenting unit activities;

Oversees and conducts medical examinations, annual assessments and diagnostic evaluations and makes appropriate referrals for further treatment if necessary;

Serves as representative on assigned Medical Board Committees, and chairs the Employee Health Services Sub-Committee;

Coordinates unit activities with those of the Infection Control Division to control infections and infectious diseases;

May perform teaching/lecture functions in the area of specialization.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern practice of medicine, particularly in the area of employee health; good knowledge of hospital procedures; skill in the diagnosis of diseases and medical conditions affecting employees and their employment in a hospital; ability to manage an effective employee health program in compliance with applicable regulatory requirements; professional skill; ability to work cooperatively with others; sound professional judgment; physical condition commensurate with the requirements for the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school\* and completion of a one year internship supplemented by two years of an approved residency training in internal medicine and five years experience in the field of employee health services in a large organization or hospital.

SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATIONS: Possession of a current license to practice medicine in New York State.

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