

## DIRECTOR OF DIVISION (EPIDEMIOLOGY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for managing the infection control activities of the Westchester Medical Center, including both directing the care of patients and teaching and supervising the nursing staff on infection control issues. Supervision is exercised over the clinical activities of the Nurse Epidemiologists. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans and supervises clinical activities of the infection control nurses to ensure investigations and surveillance activities are conducted in accordance with hospital policy and using appropriate infection control epidemiologic methods;

Plans and supervises or gives personally detailed instructions to medical and nursing staff on infection control issues;

Plans and conducts formal medical conferences, rounds, and teaching lectures;

Provides, on request, appropriate consultation to other service areas in the Medical Center to ensure the hospital's infection control policies are upheld;

Reviews all patients on isolation precautions to determine if potential outbreaks exist and to optimize bed utilization;

Investigates clusters and outbreaks of communicable organisms to determine if common risk factors exist and the potential source of transmission;

Carries out policies and recommendations of the Medical Board regarding infection control;

Chairs the Infection Control Risk Assessment subcommittee to review all construction projects and assess airborne infectious risks to patients and makes recommendations to reduce transmission;

Participates on the Infection Control committee and all related subcommittees;

Ensures antibiotic control is performed in collaboration with the infection control priorities of the hospital;

Gives instructions to students from other disciplines regarding infection control;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

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: Thorough knowledge of the field of internal medicine infectious disease and infection control; thorough knowledge of hospital operations; thorough knowledge of methodology used in medical training; good knowledge of the interrelationships among the many disciplines employed in a hospital; ability to plan and execute a teaching program; ability to present instruction in a clear, logical, and concise manner; ability to deal effectively in professional matters with university personnel, other hospitals, and physicians in private practice; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; understanding of the roll of public hospital in medical services to a community; leadership; professional and personal integrity; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school\*, three years of approved residency training in the field of Internal Medicine, an approved fellowship training in Infectious Disease, and three years of medical practice, or in performing academic training or academic instruction or an equivalent combination thereof.

SPECIAL REQUIREMENTS: (a) Certified by or eligible for certification by the American Board of Internal Medicine in Infectious Disease; and (b) Must be licensed to practice Medicine in New York State.