

DIRECTOR OF DIVISION (HEMATOLOGY)

GENERAL STATEMENT OF DUTIES: Directs the Hematology Service of the Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Chairman - Division of Medicine, the incumbent of this class directs the Hematology Service providing diagnostic and treatment services of hematological disorders and to conduct extensive research and training activities related to this specialty. Supervision is exercised over a number of technical and clerical employees and a number of medical staff assigned to the Division.

EXAMPLES OF WORK: (Illustrative Only)

Directs the Hematology Service;

Directs the research program in Hematology and Immunology;

Instructs interns, residents, house staff and attending physicians in Hematology and Immunology;

Conducts a professional conference for the instruction of medical staff;

Oversees the standards and methodology of hematological tests performed in the Clinical Labs by technicians;

Provides out-patient treatment and supervises the work, teaching, and patient care conducted by house staff;

Consults with surgeons and attending physicians on the diagnosis and treatment of individual cases;

Keeps abreast of developments in the field of Hematology and Immunology.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of Hematology and Internal Medicine; good knowledge of the clinical laboratory procedures including the use of equipment to conduct hematology analyses; good knowledge of a hospital organization and function; ability to interpret test findings diagnose blood disorders; ability to administer research projects and maintain laboratory standards; ability to instruct medical students; ability to speak and write effectively; good judgment; imagination; creativity; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of medicine with a Medical Degree* and either (a) three years of approved residency training in the field of Internal Medicine or Pathology plus three years experience in Hematology.

SPECIAL REQUIREMENT: Possession of a license to practice medicine in New York State and either Board certification or eligibility for Board certification in Internal Medicine or Pathology.