

DIRECTOR OF DIVISION (NEUROLOGY)

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

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Medical Director of Westchester County Medical Center, the incumbent maintains administrative responsibility for all phases of the Neurology Division, including directing the care of patients, teaching and supervising resident physicians and interns, and submitting clinical and administrative reports as required. Supervision is exercised over a large attending staff of physicians as well as resident physicians and interns.

EXAMPLES OF WORK: (Illustrative Only)

Plans and supervises the neurological work in the diagnosis and care of a large number of patients on the wards, clinics, emergency room, etc.;

Organizes, directs and coordinates the work of the voluntary and paid attending staff of neurologists on the Neurological Service and its subspecialties;

Plans, supervises and gives personally detailed instructions to neurological fellows, resident physicians and interns assigned to the service;

Plans and conducts formal neurological conferences, ward rounds and teaching lectures;

Provides, on request, appropriate consultation for other clinical services;

Administers policies and recommendations to the Medical Director and Medical Board for the appointment of attending and resident staff for the Neurological Service;

Assigns physicians to the various wards and clinics of the Neurological Division and its subspecialties;

Submits reports regarding the division's activities to the Commissioner-Medical Director of the Hospital;

Administratively responsible for planning the personnel and general budget of the Neurology Division;

Administratively responsible for the completion of all medical records and related forms by the attending staff and resident physicians and interns of his service;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and training in the field of Neurology; thorough knowledge of hospital operations; thorough knowledge of the methodology used in neurological training; good knowledge of the inter-relationships among the many disciplines within a large medical center; ability to plan and administer a teaching program; ability to present instructions in a clear logical and concise manner; ability to deal effectively in professional matters with university personnel, other hospitals and physicians in private practice; understanding of the role of the large multiservice regional Medical Center in the medical services to the community; leadership; professional and personal integrity; tact; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school* and in addition, the years of post-graduate training as required by the Specialty Board for Neurology, and six additional years of neurological practice, academic training or academic instruction.

SPECIAL REQUIREMENTS: Certified, or eligible for certification by Specialty Board for Neurology. Must be licensed 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.