

DIRECTOR OF DIVISION (PATHOLOGY)

GENERAL STATEMENT OF DUTIES: Directs the pathology program of the Hospital; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of higher medical authority directs the operation of a pathology laboratory. Direction is given to house staff in the performance and reporting of autopsies, surgical pathology and diagnostic tests. Full supervision is exercised over a substantial number of technical and clerical employees and a number of medical staff assigned to the Division of Pathology.

EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the operation and the staff of the pathology laboratory;

Directs and supervises the performance of surgical pathology and autopsies through the review of gross and microscopic findings, and reports;

Directs and supervises the performance and the reporting of diagnostic tests in chemistry, hematology, histology, bacteriology, and cytogenetics;

Supervises the operation of the blood bank;

Prepares and presents pathologic findings on autopsy and surgical specimens at hospital conferences of all clinical divisions;

Consults with physicians and health authorities in regard to consideration, interpretation and evaluation of tests;

Directs the training of residents in pathology;

Participates in the medical education programs for interns and residents of all specialties;

Conducts lectures and demonstrations for the student nurses;

Prepares the annual budget for the Division of Pathology;

Prepares monthly and annual reports of the activities of the Division for the Commissioner, and Medical Examiner of Hospitals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of clinical and anatomical pathology; good knowledge of internal medicine; good knowledge of the operation of laboratory equipment related to pathology; good knowledge of a hospital organization and functioning; ability to interpret test findings; ability to administer research projects and general laboratory records ability to instruct subordinates and students' ability to speak and write effectively; good judgment; imagination; creativity; pleasing personality; tact; and good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved school of medicine with a medical degree* supplemented by one year of training as a medical intern in an approved hospital and either (a) four years of approved residency training in the field of pathology plus one year as a Hospital Laboratory Director; or (b) a satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENT: Either licensed or eligible for licensure to practice medicine in New York State and either Board certification or eligibility for Board certification in Anatomic and Clinical Pathology.

*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.