

DIRECTOR OF DIVISION (PEDIATRICS)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, is responsible for directing medical services in the Pediatric Division including both patient care and teaching and supervising Resident and attending Physicians and Interns. Supervision is exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and supervises the diagnosis and treatment of pediatric patients;

Reviews and coordinates the work of attending Physicians in the Pediatric Service;

Supervises and trains Resident Physicians and Interns assigned to the service;

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

Carries out policies and recommendations of Medical Board as they concern the care of Pediatric patients;

Consults with and maintains close liaison with other clinical and research services;

Insures implementation of quality standards and regulatory requirements;

Makes recommendations for improvement in patient care and teaching programs of the Pediatric Service;

Keeps abreast of modern practices and technology in the practice of pediatrics.

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern field of Pediatrics; 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; leadership; professional and personal integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school*; one year of approved internship; two years of approved residency in pediatrics; and three years of medical practice, academic training, or academic instruction; or a combination thereof.

SPECIAL REQUIREMENT: Certified by or eligible for certification by the American Board of Pediatrics or Board Certified to practice a pediatric specialty. 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.

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J. C.: Non-competitive†
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Job Class Code: E0185
Job Group: XIX