

DIRECTOR OF DIVISION (SURGERY)

GENERAL STATEMENT OF DUTIES: Directs the surgical division of Grasslands Hospital; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Director - Grasslands Hospital, and the Assistant Director, Medical, is responsible for the work of the Surgical Division of the Hospital in all its phases; including directing the care of patients and teaching, and supervising the resident physicians and interns assigned to the Surgical Service and the administrative responsibilities of the division. Supervision is exercised over a substantial number of voluntary and paid attending and staff physicians as well as a substantial number of interns and residents.

EXAMPLES OF WORK: (Illustrative Only)

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

Organizes, directs, and coordinates the work of the voluntary and paid attending staff or surgeons, in the Surgical Service and its subspecialties;

Plans and supervises or gives personally detailed instructions to surgical resident physicians and interns assigned to the service;

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

Provides, on request, appropriate consultation for other services;

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

Supervises and personally gives instruction to students from other disciplines;

Plans and supervises the surgical practice in the operating rooms, the recovery room, the standard pre and post operative patient treatment procedures; and, in conjunction with the Director of Anesthesiology, makes decisions regarding the administration of operating room and patient care;

Recruits and makes recommendations to the Hospital Director and Medical Board for the appointment of attending and resident staff for the surgical service;

Assigns physicians to the various wards and clinics of the division and its sub-specialties;

Supervises the medical records of the division;

Submits reports regarding the division's activities to agencies and the director of the hospital;

Is responsible for planning personnel and general budget, and other administrative functions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of surgery; thorough knowledge of hospital operations; thorough knowledge of methodology used in surgical training; good knowledge of the inter-relationships among the many disciplines employed in the hospital; ability to plan and execute a teaching program; ability 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; understanding of the roll of a 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*; one year of approved internship; four years of an approved residency in general surgery; and six additional years of surgical practice, academic training, or academic instruction; or a combination thereof.

SPECIAL REQUIREMENT: Certified by or eligible for certification by the American Board of Surgery. 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.