

## DIRECTOR OF PLANNING - WCMC

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Vice President-Planning and Development, the incumbent of this class is responsible for the management of all fiscal planning, developing and regulatory affairs of the health care delivery programs of the Westchester Medical Center to ensure conformance with the stated goals and objectives of the hospital, and to ensure their effectiveness consistent with marketing, reimbursement and regulatory trends in the health care field. Responsibility also includes conducting complex studies and preparing detailed strategies for long range planning. Supervision is exercised over a small number of planners and clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares all Certificate of Need (CON) applications needed for the approval of new program initiatives, capital projects and new equipment acquisitions; and coordinates all processes and procedures needed to ensure timely approval;

Acts as liaison for all legislative affairs and regulatory affairs, developing effective working relations with state and local officials and with the New York State Department of Health to initiate, track and insure passage of legislation and monitoring regulatory changes impacting health care delivery;

Administers and coordinates business planning programs for WMC with emphasis on financial planning development and regulatory affairs;

Analyzes and prepares cost/benefit proposals and outlines the financial feasibility of new programs and initiatives;

Prepares analytic reports of specific hospital data to develop program and service ratings by patient origin, professional staff, utilization patterns and financial data;

Prepares forecasts of all important statistical data related to external forces that may affect the hospital in the future;

Reviews, analyzes and makes comparative studies of the hospital's census reports prepared by the Admitting office;

Participates in the development of goals and quantifiable objectives for the hospital as a whole and for individual divisions in meeting the hospital's long range plans;

Develops recommendations for selected courses and alternative courses of actions to meet objectives;

Develops strategies for implementation of the hospital plan;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern trends in health care and the regulations affecting the delivery and reimbursement of hospital services; good knowledge of the organization and operation of a large hospital delivering acute care; good knowledge of effective practices and methods used in strategic planning, the development of goals and objectives, and programmatic performance evaluation; ability to conduct analytic reviews of health care delivery programs and evaluate their effectiveness and efficiency within a competitive environment; ability to communicate effectively with all levels of health professionals in order to achieve desired objectives; ability to plan and control the activities of others; ability to effectively use computer applications such as spreadsheets word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and eight years of experience where the primary function of the position was professional planning or planning research, three of which must have been in a hospital or health care facility.

SUBSTITUTION: Possession of a Master's Degree in Planning, Finance, Health, Public Administration or related field may be substituted for two years of the above-stated general experience, but not for the three years of experience in a hospital or health care facility.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.