

DIRECTOR OF PROGRAM ANALYSIS - WCMC

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Director of Planning and Program Analysis, the incumbent of this class is responsible for planning, coordinating and reviewing, on an on-going basis, the health care delivery programs of the Westchester Medical Center to ensure conformance with the stated goals and objectives of the hospital. Incumbents ensure program effectiveness is consistent with marketing, reimbursement and regulatory trends in health care and 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)

Develops reports of marketing trends in the health care field, environmental factors, regulatory impacts, statistical indicators, demographic profiles and health status indicators of the community serviced by WMC in the seven county region;

Explores diversified marketing and new ventures for WMC services supported by statistical indicators and financial analysis as part of a strategic planning program to keep WMC competitive in the health care field;

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;

Develops specifics for certificate of need forecasts, including not only major capital projects but also major equipment that might be needed by the hospital.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern trends in health care and the regulations affecting the delivery and reimbursement of hospital services; thorough knowledge of effective practices and methods used in strategic planning, the development of goals and objectives and programmatic performance evaluation; good knowledge of the organization and operation of a large hospital delivering acute care; 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 other; sound professional judgment; thoroughness; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and seven years experience in the field of planning, planning research or hospital development, three of which must have been in a hospital or health care facility at a supervisory, managerial or administrative level.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Planning, Finance, Health, Business or Public Administration, or closely related field, may be substituted on a year-for-year basis for up to two years of the above stated experience. There is no substitution allowed for the specialized experience.

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