

DIRECTOR OF SURGICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for the administrative supervision of all surgical services of the Westchester Medical Center including General Surgery, CTS, Burn OR, Ambulatory Surgery, Endoscopy and Urology. The incumbent administers, directs and controls the operation of surgical services to ensure proper management and effective operation of the delivery of patient care services in accordance with strict health standards and departmental policies and procedures. Responsibility involves coordinating ancillary and support services as well as direct patient care services. Supervision is exercised over a number of professional, supervisory, technical and/or clerical personnel. Performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers, organizes and directs the clinical and non-clinical operations and activities of all surgical divisions of the Medical Center in the delivery of quality patient care;

Ensures that the standards and codes regulating the quality assurance of health care set forth by the various accreditation boards and regulatory agencies are maintained;

Administers and controls the Central Sterile Processing and Case Cart System for surgical and subspecialty areas;

Oversees data collection, preparation and reporting to all regulatory agencies and hospital administration;

Maintains total administrative responsibilities for the optimum utilization and effectiveness of all surgical areas of the Medical Center;

Develop and implements innovative systems and procedures designed to increase efficiency, effectiveness and scope of services provided by all surgical areas;

Evaluates effectiveness and recommends reorganization strategies to ensure compliance with regulations, meet the needs of the targeted populations and adhere to funding guidelines;

Prepares budgets, monitors expenditures and optimizes resources for all areas;

Conducts investigation of complaints or problems, monitors and evaluates incidents and takes corrective action;

Develops, recommends and implements changes in overall administrative policies and procedures to more effectively carry out objectives;

Acts as liaison with regulating agencies regarding standards of care and utilization review;

Acts as liaison and coordinates all communication with outside agencies, media and the public;

EXAMPLES OF WORK (Cont'd)

Establishes operating guidelines for all surgical services in compliance with Medical Center policies and procedures, rules and regulations;

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

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: Comprehensive knowledge of the principles and practices of hospital administration; comprehensive knowledge of the department, coordination and delivery of surgical services; comprehensive knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and the New York State Department of Health; thorough knowledge of administrative reporting and control procedures; thorough knowledge of acceptable business practices in dealing with contract agencies; thorough knowledge of the principles and practices of administrative supervision and decision making; good knowledge of risk management issues in a hospital or health delivery setting; ability to establish and maintain effective working relationships with a wide range of professional administrative technical and clerical staff; ability to delegate responsibility effectively; ability to coordinate the work of several divisions into a smoothly functioning whole; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; sound professional judgment; resourcefulness; initiative; tact; discretion; thoroughness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* in Hospital, Public, or Business Administration, Health or Nursing and eight years of experience where the primary function of the position was administrative or managerial experience in a hospital or health care facility, five years of which must have been in the delivery of surgical services to patients, three of which must have been in a tertiary care setting.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in hospital, public, or business administration, or health or closely related field, may be substituted on a year for year basis for up to two years of the above stated general experience exclusive of the five years of specialized experience.

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.

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Job Class Code: E0801
Job Group: XIX