

HEALTH CARE ADMINISTRATOR (PATIENT CARE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for directing and coordinating the administration, organization, control and supervision of the operations of one of the Centers of Excellence at the Westchester County Medical Center. Responsibilities include coordinating and promoting the common activities of all constituent components in order to deliver the optimum level of care for the specific service. This position is also responsible for identifying potential or existing risks or liabilities relating to the respective programs and making appropriate recommendations as needed. Administrative supervision is exercised over professional, medical, technical, and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of policies and procedures for the respective Center of Excellence at Westchester County Medical Center and implements approved hospital policies;

Maintains total administrative responsibility and develops operational systems which ensure the optimum utilization of Center facilities and the effectiveness of related programs and activities including diagnostic, treatment, and preventive programs;

Works with clinical staff to develop specialty services as well as innovative programs and procedures to make the Center more responsive to the needs of the community;

Develops and implements new programs to maintain the Center as a leader in diagnostic, treatment and preventive services and strengthens existing clinical and administrative activities relating to respective services to enhance quality and promote overall effectiveness of the program;

Develops, implements and evaluates programs and activities in concert with the New York Medical College designed to promote teaching and research in various diseases;

Develops a strategic plan consistent with the Medical Center's mission which will create future direction for the Center of Excellence;

Promotes the involvement of community hospitals and physicians in the Centers of Excellence at Westchester County Medical Center and develops a marketing and public relations program designed to educate and inform both the professional community and the public at large of the program and activities available through the Centers;

Administratively responsible for assuring that the assigned services are in compliance with all standards and regulations set forth by the Joint Commission on the Accreditation of Hospitals and New York State Department of Health;

Implements and monitors the Center's services to minimize risks of loss and recommends corrective or preventive measures where necessary;

EXAMPLES OF WORK: (Illustrative Only) (CON'T.)

Promotes managed care contracts that will expand market share in services at the Medical Center;

Identifies causes of clinical incidents relating to care and implements medical procedures to promote safety and reduce risk;

Develops, implements and monitors statistical reporting systems that generate data on the utilization of the Center;

Prepares the annual budget for the Center and monitors spending in conformance with established cost controls;

Prepares reports and maintains adequate records and files on the activities of the Center as required;

Provides supervision as assigned;

Attends meetings, conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of hospital administration, and development, coordination and delivery of medical services, particularly those aspects related to services specific to the Centers; thorough knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and the New York State Department of Health; good knowledge of administrative reporting and control procedures; knowledge of risk management issues in a hospital or health delivery setting; ability to deal effectively with lay and professional persons and gain their support and cooperation; ability to establish and maintain effective working relationships with a wide range of professional, administrative, technical and clerical staff; ability to communicate effectively both orally and in writing; sound and mature professional judgement; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either (a) four years of management/administrative experience in a hospital or health care facility/agency, two years of which must have been in the delivery of clinical or technical services to patients, and one of which must have included supervisory experience, or (b) a Master's Degree* in Health Care, Hospital Administration, Business Administration, or Public Administration and three years experience as stated in (a), which must have included the two years of specialized experience, and the one year of supervisory experience, or (c) a satisfactory equivalent combination of the foregoing training and 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.