

## HEALTH CARE ADMINISTRATOR (REGULATORY AFFAIRS - WCMC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for managing a hospital-wide program to monitor compliance to regulations and standards governing the operation of a hospital and the delivery of patient care services, as established by federal and state mandates, third party payers as well as internal policies and procedures in meeting the hospitals mission and stated goals. Responsibility involves on-going education and consultation with division heads and administrators to keep them advised of current requirements and/or changes; monitoring hospital-wide compliance on an on-going basis; insuring proper procedures for reporting and documenting conformance to standards; and developing methods for corrective action when problems are identified. Work is also performed in cooperation with executive members of the medical staff and peer review committees of the medical board for compliance to the WCMC medical by-laws, particularly as they relate to the credentials of house staff; the appointment, reappointment and delineation of privileges by attending physicians; and the working conditions of house staff and ER attending physicians. Supervision may be exercised over a small support staff, and administrative supervision, with the delegated authority of the Commissioner, is exercised over all administrative division heads in the area of regulatory compliance. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops procedures for implementing and monitoring compliance to regulations, codes and standards set by federal mandates for Medicaid and Medicare reimbursement for hospital services to patients, by the New York State Public Health Law governing hospital minimum standards and by the New York State Education Law governing licensure and registration requirements of health care practitioners, particularly house staff and attending physicians;

Insures the development of adequate hospital-wide recording and reporting procedures, in coordination with the divisions of Medical Records, Risk Management and Quality Assurance, for compliance to regular reviews by the New York State Department of Health (Office of Health Systems Management) and by the Joint Commission on Accreditation of Healthcare;

Develops and implements procedures and recommendations for corrective action by division heads when problems affecting compliance are identified;

Meets regularly with members of the executive medical staff to develop standards for the review of credentials of house staff, attending physicians and allied health professionals; and for the establishment of acceptable working conditions, particularly as they relate to the scheduled number of hours worked by house staff and by attending physicians assigned to Emergency Services;

Provides training, consultation and technical expertise to hospital division heads and administrators on regulatory requirements affecting their area(s) of responsibility and suggests procedures to insure compliance;

EXAMPLES OF WORK: (Illustrative Only)

Participates in peer review committees, providing technical expertise and consultation in the area of regulatory compliance;

Participates in major survey preparation, i.e., JCAHO, NYS Article 28, etc., and assists in development of any plans of correction;

Develops and monitors procedures and systems to ensure the efficient management of House Staff functions;

Oversees procedures to ensure efficient management of Medical Staff appointment/reappointment process;

Provides administrative support and assistance to the Medical Center's Research Protocol Review Committee;

Monitors various trust accounts and grants assigned to the Office of Regulatory Affairs;

Keeps abreast of new and pending legislation or regulations affecting in-patient and ambulatory services, analyzes their impact on current operations, and develops plans for their implementation;

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

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of health administration; thorough knowledge of the New York State Public Health Law and Joint Commission on Accreditation of Healthcare standards for hospitals and nursing homes, and of the New York State Education Law governing licensure and registration requirements for health care practitioners; good knowledge of hospital routine, organization and functions; ability to monitor and conduct analysis of hospital operating procedures, identify problems and critical factors and develop methods for corrective action; ability to develop and maintain effective working relationships with physicians, hospital managers, and other health care professionals which is conducive to code and standards compliance in their areas of responsibility; ability to provide training and consultation to a wide range of health care professionals; ability to organize, assemble, categorize and prepare data for reporting purposes; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email 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; dependability;

resourcefulness; accuracy; initiative; physical condition commensurate with the requirements of the position.

SUGGESTED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) a Master's Degree\* in Health Care Administration, Public Administration, Hospital Administration or Business Administration and three years of experience, within the last five years, in health care management and institution-wide compliance with regulations governing health care delivery, including one or more areas covered by Chapter X of the New York State Health Rules, part 405, Hospital Regulations; or (b) five years experience, within the last eight years, as stated in (a); or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

\*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.