

HEALTH CARE ADMINISTRATOR (TRANSPLANT PROGRAMS)

GENERAL STATEMENT OF DUTIES: Administers and coordinates the development and operation of organ Transplantation services at the Westchester County Medical Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the First Deputy Commissioner, the incumbent of this class is responsible for directing and coordinating the development, administration, organization, control and supervision of organ transplantation services, including a hospital based Kidney Transplant Unit and comprehensive renal services, and a Liver Transplant Unit. This involves coordinating activities with the medical director and transplant surgeon; the development of Medical Center organ retrievals systems; coordination with New York Regional Transplant Program (NYRTP) to enhance and formalize organ procurement efforts from referral centers in the seven county region; development and implementation of an exemplary organ and tissue donation program at WCMC; development of laboratory and transportation networks; promoting public education; encouraging community and regional participation in organ procurement. Supervision is exercised over a number of professional, supervisory and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and oversees the supply, equipment and personnel budgets for organ transplant services, including a designated transplant unit, hemodialysis, peritoneal dialysis, and CAPD training;

Develops operational strategies for the implementation of organ transplant units, mechanisms to insure programmatic targets as outlined in the CON, and the planned opening of the transplant programs;

Develops and directs operational systems to insure the development and smooth operation of designated transplant units to conform to New York State regulations;

Insures through regular inspections that the Renal and Transplant Programs are in compliance with all standards and regulations as set forth by JCAH and the New York State Department of Health;

Develops, in conjunction with the transplant surgeon, an organ recovery team, identifying and training staff for harvesting, and developing systems of transport;

Develops, in conjunction with the Medical Director, systems to identify patient waiting list and to prioritize recipients;

Develops, in concert with NYRTP, an operational organ recruitment program, including educational and outreach programs in the seven county region, in order to meet required organ procurement goals as required by New York State;

Develops, implements and monitors policy and procedures to address both solid and tissue donations within the WCMC as required by New York State "Required Request Law";

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

Coordinates with contracted Organ Procurement Agents training programs for medical and nursing staff to insure understanding and compliance to policy;

Develops a multi-disciplinary system to monitor organ procurement, statistics and medical case review, and implements systems for improvement;

Formalizes and coordinates organ retrieval systems with the NYRTP; Acts as the liaison between NYRTP, the Firefighters Association, the Musculoskeletal Foundation, the Eye Bank, and WCMC;

Participates and represents WCMC in concert with hospital Planning and Fiscal representative in the NYCLT (New York Consortium for Liver Transplant;

Attend Meetings and conferences;

Maintains statistics on organ procurement and tissue procurement success rates;

Develops with hospital finance, mechanisms for billing and reimbursement for recovery of organs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of regulations, principle, practices and procedures involved in organ donation, recovery and transplant; thorough knowledge of the operational organization of a large tertiary care hospital; thorough knowledge of the laws and regulations and codes of the regulating agencies such as the Joint Commission of Hospital Accreditation and the New York State Department of Health as they relate to organ donation and transplantation; good knowledge of regional health care facilities and community groups which will be helpful in securing donors and transplant candidates; ability to deal effectively with diverse administrative and professional personnel; ability to communicate effectively both orally and in writing; sound professional judgment; initiative; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with either (a) a Bachelor's Degree* in Nursing, Health Care Administration or Biological Science and four years experience in health administration in a major hospital, two of which must have been at the supervisory level; or (b) a Master's Degree* in any of the above and two years experience in a major health care facility in the delivery of health care, one of which must have been at the supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary 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.