

## MEDICAL DIRECTOR – HOSPITAL

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Hospitals, the incumbent of this class serves as the medical liaison between medical staff, Hospital Board and New York Medical College to insure compliance with the requirements of Part 405.4 of the New York State Public Health Law. The incumbent must be a qualified member of the hospital medical staff, and the appointment is made in consultation with the medical staff. The incumbent must establish and maintain a close working relationship with medical staff to insure their cooperation in the review process conducted by the incumbent and in implementing corrective action to insure compliance. Supervision may be exercised over a small support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Establishes standards of medical service for the Westchester County Medical Center to insure compliance with regulatory requirements of the New York State Department of Health as specifically delineated in Part 405.4 of the Public Health Law; quality assurance standards as specified by the Professional Review Organization (PRO); and hospital accreditation standards as defined by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO);

Serves as medical advisor to the Commissioner of Hospitals, reports to the Commissioner and advises the hospital managers on issues of hospital policy and practices as they relate to medical practice and clinical standards;

Keeps the medical staff informed of existing, new and amendments to the WCMC bylaws, rules, regulations, policies and procedures, and provides them with suggestions for implementation and compliance in the clinical service for which they are responsible or assigned;

Oversees the selection, instruction and credentials of house staff assigned to the various clinical services, insuring adequate supervision, scheduling, and appropriateness of assignment during the period of internship, residency or fellowship;

Oversees residency training programs and ensures quality instruction;

Assists in investigating mortality/morbidity cases;

Reviews the utilization of hospital resources by the clinical departments and medical staff, making recommendations and suggestions for improvements or needed corrective action to improve patient services;

Conducts investigations on reported violations of medical standards, and takes appropriate corrective action, ensuring that quality of care is provided to patients;

Monitors physician staff activities in accordance with the affiliation agreement;

Oversees all quality improvement activities and reviews capital projects for clinical and hospital departments.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of medicine in the area of clinical specialization; thorough knowledge of the regulatory requirements governing the operation of a hospital in the State of New York, particularly those standards and regulations applying to medical services and medical training; ability to develop and maintain effective working relations with hospital management and medical staff, and gain their cooperation in complying with established rules, regulations and standards; ability to evaluate on-going clinical services and take corrective action when non-conformance to standards is identified; understanding of the mission of a public hospital in providing medical services to the community; ability to communicate effectively, both orally and in writing; professional commitment in providing quality patient care; leadership skills; sound professional judgment; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Licensed to practice medicine in New York State, Board certified\* in a specialty represented on the Medical Board of WCMC and at least six years of clinical practice.

SPECIAL REQUIREMENTS: If not already a member of the Westchester County Medical Center staff, the incumbent shall be appointed as a member. At all times during his or her term as Medical Director, the incumbent must hold the position of Vice Dean at New York Medical College, the academic medical center affiliate of WCMC, and the rank of Associate Professor or Professor on the faculty thereof.

NOTE: The incumbent is required to work full-time fulfilling the Medical Director/Vice Dean responsibilities, that is, a minimum of 35 hours per week. The incumbent shall not hold any position of employment or appointment as a faculty member or administrative official with any medical facility or institution of higher learning dealing with the medical field unless such employment or appointment is fully disclosed in writing to and approved by the Commissioner of Hospitals.

\*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 Department of Education as a post-secondary, degree-granting institution.