

PLANNER (HOSPITAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the formulation and conduct of various planning studies and research activities related to hospital issues and trends, services, functioning, and development. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts studies and prepares reports concerning health care provider and consumer characteristics in order to provide basic data for use in long-range comprehensive planning for the development of the Westchester Medical Center;

Plans and conducts field studies and surveys to collect demographic and other planning data;

Prepares market analyses for inpatient and outpatient services and programs;

Develops databases of market and physician data;

Analyzes physician practice data using data available at Westchester Medical Center and the New York State Department of Health SPARCS database;

Works with various departments at the Westchester Medical Center in developing business plans;

Works with the design staff of the Hospital Facilities Department to provide data and analysis regarding the feasibility of construction initiatives

Assembles, tabulates and analyzes statistical data from available reference materials and field work;

Prepares reports, memoranda and presentation materials, including statistical analyses, charts, graphs, tables, spreadsheets, etc.;

Receives requests for statistical data and reports, obtains the necessary information, and presents it in the most suitable format;

Consults and maintains liaison with representatives of local government and health care consumers and providers whose programs or services may impact upon or be impacted upon by development of the Westchester Medical Center;

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Participates in the preparation of Certificate of Need applications;

Participates in the preparation of grant applications for funds made available to health care institutions by government agencies and private foundations;

Participates in the conception and development of planning projects;

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

May access 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: Good knowledge of the general principles and techniques of statistical, social and economic analysis as applicable to planning; familiarity with the basic principles of electronic data processing; ability to conceive, organize and conduct statistical studies from available data on economic and social phenomena in ways relevant to hospital and regional health planning; ability to interpret visual data from maps and charts; ability to supervise the work of others; ability to prepare and interpret statistical data in graphic form; ability to reason logically, both inductively and deductively; ability to express oneself effectively, 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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; imagination; tact; good judgment; color perception; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree* and two years of experience where the primary function of the position was in professional health planning.

SUBSTITUTION: Satisfactory completion of 30 credits earned toward a Master's Degree* in hospital, public or business administration, health planning; regional or city planning or related specialization may be substituted for one year of the required experience.

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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.