

RESIDENT - HOSPITAL ADMINISTRATION

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Associate Director - Hospital, this is a training position designed as a field work assignment for candidates for a Master's Degree in Hospital Administration from graduate schools of administrative medicine. An opportunity is offered to become acquainted with overall administration of a hospital by making special studies, carrying out special assignments, and assisting in a variety of administrative duties. Included in the program is a short period of orientation in each Westchester County Medical Center department. Supervision is not a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Rotates in various departments of the WCMC to acquire familiarity with departmental organization, administrative relationships, and problems;

Studies special problems and with the assistance of the department head develops solutions based on facts obtained and analyzed;

Undertakes special assignments under direct supervision of the Associate Director - Hospital, relating to costs, standard clerical procedures, statistical studies, work simplifications, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the principles and practices of modern hospital administration, including financial operation, cost accounting, personnel administration, professional and legal responsibilities and liabilities of a hospital and public and professional relations; initiative in obtaining data and developing studies; good judgment in reaching sound conclusions on the basis of facts obtained; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and fifteen (15) credits* of post graduate study in Hospital Administration or Public Health Administration in a college or university approved by the American Hospital Association.

*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.