## VICE PRESIDENT HOSPITAL ADMINISTRATION

<u>DISTINGUISHING FEATURES OF THE CLASS:</u> Under general supervision, an incumbent of this class is responsible for the administrative supervision over several clinical services of the Westchester Medical Center. The incumbent administers and coordinates the operations of several clinical divisions to ensure proper management and effective operation of the delivery of patient care services in accordance with strict health standards and departmental policies and procedures. Responsibility involves coordinating ancillary, support and community services as well as direct patient care services. Supervision is exercised over a number of professional, supervisory, technical and/or clerical personnel. Performs related work as required.

## **EXAMPLES OF WORK:** (Illustrative Only)

Administers and coordinates the development and implementation of several clinical divisions and services in the delivery of quality patient care;

Ensures that the standards and codes regulating the quality assurance of health care set forth by the various accreditation boards and regulatory agencies are maintained;

Maintains total administrative responsibilities for the optimum utilization and effectiveness of several divisions of the Medical Center:

Plans, develops and executes programs and services for various clinical divisions for the Medical Center;

Evaluates program effectiveness and recommends reorganization strategies to ensure compliance with regulations, that the needs of the targeted population are met and funding guidelines are adhered to;

Coordinates the activities of hospital staff to ensure continuing efforts towards the accomplishment of organizational goals;

Conducts investigation of complaints or problems and takes corrective action;

Develops, recommends and implements changes in overall administrative policies and procedures to more effectively carry out departmental programs and objectives;

Acts as liaison with regulatory agencies regarding standards of care and utilization review;

Acts as liaison and coordinates all communication with outside agencies, media and the public;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail 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: Comprehensive knowledge of the principles and practices of hospital administration; comprehensive knowledge of the development, coordination and delivery of medical services; comprehensive knowledge of the regulations and codes of the Joint Commission on the Accreditation of Hospitals and the New York State Department of Health; thorough knowledge of administrative reporting and control procedures; thorough knowledge of acceptable business practices in dealing with contract agencies; thorough knowledge of the principles and practices of administrative supervision and decision making; good knowledge of risk management issues in a hospital or health delivery setting; ability to establish and maintain effective working relationships with a wide range of professional administrative, technical and clerical staff; ability to delegate responsibility effectively; ability to communicate effectively both 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; sound professional judgment; resourcefulness; initiative; tact; discretion; thoroughness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree\* and seven years experience where the primary function of the position was in a management or administrative capacity in a hospital or health care facility/agency, three years of which was management or administration of the delivery of clinical or technical services to patients, and two of which must have been at a supervisory level.

<u>SUBSTITUTION</u>: Possession of a Master's Degree\* in Hospital, Public or Business Administration may be substituted for one year of the management or administrative experience, but not for the three years of specialized experience or for the two years of supervisory experience.

<u>NOTE</u>: 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.

Job Class Code: E0764

Job Group: XVIII

West. Co. J.C.: Competitive† PQS1