

VICE PRESIDENT PLANNING & DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Associate Director of Hospital Operations assists in the administration and direction of the Westchester Medical Center, including direct responsibility for the strategic planning and development functions of the Medical Center, including the strategic plan, all certificate of needs processes and state regulations, all hospital affiliation issues, all capital projects and all long-range plans (facility master plan). Supervision is exercised over a substantial number of professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews marketing trends, existing and potential organizational resources, hospital industry factors, regulatory impacts, financial analyses and statistical indicators to assess the competitive position of WMC in the development of planning strategies and target service areas;

Projects and analyzes specific strategies or programs that combine financial, operational and planning considerations for use by other divisions of the Medical Center and for multi-year institutional objectives;

Keeps abreast of advances and changing trends in the delivery of health care;

Develops strategic long range plans, in coordination with the Long Range Planning Committee consistent with hospital mission and planning objectives;

Reviews proposals for new programs, ventures or equipment acquisition and determines their viability relative to overall hospital strategy and available resources;

Develops strategic alternatives to make allowances for specific opportunities or risks current in the hospital field;

Analyzes financial and operational impact of planning strategies;

Explores and develops alternatives for financing new ventures or equipment acquisition;

Manages joint planning agreements with affiliates;

At the direction of the President and Chief Executive Officer, institutes in-depth analysis of Westchester Medical Center divisions and programs and submits reports, often of a confidential nature;

Reviews federal, state and local legislation to determine present and future impact on the operation of the Westchester Medical Center;

Attends meetings concerning the continued development of the Westchester Medical Center as a Regional Health Care Center;

Assists in the formulation of Medical Center policies;

EXAMPLES OF WORK: (Cont'd):

Reviews and makes recommendations concerning the progress of new construction and assesses utilization alternatives and renovation possibilities of existing facilities;

Directs the study and review of clinical division requests for the acquisition equipment and makes recommendations based on need, capability, space allotment, duplication of service and costs;

Directs and coordinates feasibility studies of new Medical Center programs;

Maintains liaison with local and state regulatory agencies.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of effective practices and methods used in hospital strategic planning; thorough knowledge of the function and scope of services provided by a major medical center; thorough knowledge of the principles and practices of hospital organization and management; ability to conduct analytic reviews of health care delivery programs and evaluate their effectiveness and efficiency within a competitive environment; ability to organize and direct the work of others; ability to work effectively with public officials; ability to communicate effectively with all levels of health professionals in order to achieve desired objectives; ability to write and speak effectively; ability to communicate effectively with a wide range of professional and non-professional employees, both orally and in written communications; ability to evaluate statistical data and make various computations in planning hospital operations and budgets; sound professional judgment; reliability; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* from a recognized college or university and either (a) eight (8) years of administrative experience in the combined areas of planning, administration, management and program analysis, development and implementation, three of which must have been health care related; or (b) Master's Degree* in either Hospital Administration, Public Administration, Planning, Financial or Business Administration and six (6) years as listed in (a) above, including three (3) years in a health care facility; or (c) a satisfactory equivalent combination of training and 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.