

DIRECTOR OF CORRECTIONAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this position develops, directs, and coordinates the activities of the Correctional Health Services division of Westchester Medical Center. This position acts as liaison with the Department of Correction and has direct responsibility for the day-to-day administration of quality health care for all levels of the inmate population within the Correction system. Supervision is exercised over a number of medical and non-medical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes objectives, goals, policies and standards of health care within the division of Correctional Health at Westchester Medical Center;

Establishes guidelines for the systematic rendering of both medical and mental health care;

Establishes lines of communication, authority and responsibility within the Prison Health Service and communicates this to staff;

Develops and maintains reporting systems to monitor the quality of care and establish recommendations for the improvement of health services;

Develops, prepares and monitors the budget for Correctional Health, including monitoring the purchase of supplies and equipment for appropriateness, accuracy and cost efficiency;

Assists in establishing procedures and policies specific to prison health, including development and implementation of quality assurance measures, consistent with applicable regulations and guidelines such those established by JCAHO, New York State Department of Health, New York State Commission of Corrections, National Commission on Correctional Health Care, New York State Office of Mental Health, and pertinent Labor Contracts;

Establishes system of inmate complaint referral and response;

Establishes systems to address incidents, and ensure safety and security for both staff and inmates;

Provides for on-going educational training programs for Correctional Health Staff;

Ensures current and appropriate licensure and certification of all health services staff;

Monitors the use of pharmaceutical services, assuring appropriateness and cost containment;

Meets regularly with the Department of Corrections, medical, mental health and other staff to promote information sharing and problem solving;

EXAMPLES OF WORK: (Cont'd)

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of organizational and administrative processes and techniques particularly as applied to health care administration; thorough knowledge of the standards, regulations and limiting conditions peculiar to a health service system within a prison setting; good knowledge and background of health care procedures and techniques, especially as they relate to a multi-disciplined Medical Center setting; good knowledge of administrative reporting and control procedures associated with budget, personnel, purchasing and statistical reporting; ability to deal effectively with a wide variety of medical, correctional, administrative and service personnel, in addition to the inmate population; ability to delegate responsibility effectively; ability to speak and write effectively; 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; good judgment; initiative; 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 five years of administrative experience, two of which must have been in a correctional health care setting.

SUBSTITUTION: Possession of a Master's Degree* in Hospital, Public or Nursing Administration, Nursing or related degree may be substituted for two year of the general experience, but not for the two years experience in a correctional health care setting.

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.