

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 5221700**

**Chief of Medical Services, M-8**

Brief Description of Class

Chiefs of Medical Services are licensed physicians who plan, direct, and manage health and medical services for individuals\* in State facilities and programs. Incumbents oversee and administer medical programs and clinical services, such as dentistry, nursing, pharmacy, and specialized treatment, including contracted services.

Positions are non-competitive and classified in the Department of Health's Veterans' Homes, Office of Addiction Services and Supports, and Office for People With Developmental Disabilities.

\*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

*Chief of Medical Services:* director level; under the general direction of executive leadership, manages, directs, and oversees facility health and medical services and programs; and develops, implements, and revises clinical policies, procedures, and objectives in accordance with the agency's mission and applicable laws, rules, regulations, requirements, and standards of care.

Illustrative Tasks

*Chief of Medical Services*

Oversees and directs the planning, implementation, and supervision of facility health and medical services for individuals, including community-based programs.

- Develops, implements, and evaluates medical treatment standards and procedures; and provides technical and operational guidance and direction to medical and health care staff.
- Serves as a medical consultant and liaison; and develops recommendations for medical assessments, treatments, and care.

- Implements and monitors contract agreements and the provision of contracted medical and health related services.
- Participates in program audits and reviews records to ensure quality and compliance with State and federal laws, rules, regulations, and requirements; and may assist in the review of admission and discharge policies.
- Represents the facility or agency at conferences and on workgroups and committees; and maintains relationships and communicates with the community regarding medical programs and services.
- Develops and presents training programs for medical and health care staff; and communicates with national organizations to ensure that training is consistent with federal guidelines and direction.
- Supervises the credentialing and privileging process to ensure that medical staff possess appropriate credentials and maintain appropriate levels of continuing education; and participates in the development of recruitment programs and hiring and selection processes.
- Provides clinical and administrative supervision and guidance to physicians and other health care professionals.
- Prepares budgets and monitors expenditures.

#### Minimum Qualifications

##### *Chief of Medical Services*

Non-Competitive: possession of a license and current registration to practice medicine in New York State and six years of post-licensure medical practice experience, two years of which must have been in an administrative or supervisory capacity.

#### Attachment

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 2/2021

BLR

### Parenthetic Attachment

*Chief of Medical Services (Youth)*: one position class at the Office of Children and Family Services that serves as the director of the Bureau of Health Services and medical director of the Division of Juvenile Justice and Opportunities for Youth; and oversees, manages, and provides policy and operational direction to agency medical, dental, nursing, and nutrition programs statewide.

### Minimum Qualifications

#### *Chief of Medical Services (Youth)*

Open Competitive: possession of a license and current registration to practice medicine in New York State; certification in pediatrics, family practice, family medicine, or internal medicine by the appropriate Member Board of the American Board of Medical Specialties; and six years of post-licensure medical practice experience, two years of which must have been in a clinical management position.