

Minimum Qualification Specifications
For the Classes:MEDICAL STAFF SERVICES COORDINATOR
MEDICAL STAFF SERVICES DIRECTOREducation Requirement:

Bachelor's degree from an accredited four (4) year college or university.

Excess work experience of the type and quality described below or progressively responsible professional work experience which provided knowledges, skills and abilities equivalent to those normally acquired in four (4) of successful study leading to a bachelor's degree may be substituted for education on a year-for-year basis.

Experience Requirement:

Except for substitutions provided in this specification, applicants must have had progressively responsible experience of the type and quality described below and in the amounts indicated in the following table:

Class Title	Specialized Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Med Staff Svcs Coordinator	2 - 1/2	1	3 1/2
Med Staff Svcs Director	3 - 1/2	1*	4 1/2

Specialized Experience: Progressively responsible professional experience in administrative, supervisory, or consultative work in hospital administration which included experience with one or multiple the Joint Commission (TJC) surveys, including the preparation of medical staff for interview and file review components of the survey and attendance/participation in the survey.

Supervisory Experience: Work experience which demonstrated the applicant's knowledge of and ability to apply the principles, practices, techniques and methods of supervision including 1) planning, organizing and directing the work of others; 2) assigning and reviewing work; 3) advising others on difficult work problems; 4) timing and scheduling work; and 5) training and developing employees.

*For Medical Staff Services Director positions, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for this level when there is strong affirmative evidence of the

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necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involve administrative matters (e.g., in planning, organizing, promoting, and directing a program providing staff advice and assistance); managerial interest demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in management accompanied by the application of principles learned to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments involving managerial and/or administrative tasks. Professional work experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities are also examples of administrative aptitude.

Quality of Experience:

Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to applicants that possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

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Any condition that would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources/Designee.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the minimum specification requirements for the classes, MEDICAL STAFF SERVICES COORDINATOR AND MEDICAL STAFF SERVICES DIRECTOR, to delete the certification from the National Association Medical Staff Services (NAMSS) and increase the experience requirement, effective August 8, 2016.

This is an amendment to the minimum specification requirements for the classes, MEDICAL STAFF SERVICES COORDINATOR AND MEDICAL STAFF SERVICES DIRECTOR, to reformat and update language and change certification requirements, effective February 10, 2012.

APPROVED: August 8, 2016

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