



**NYC Department of Health and Mental Hygiene  
Bureau of Chronic Disease Prevention and Control  
Cardiovascular Disease Prevention and Control Program**

**Office Title:** Medical Director of Quality Improvement

**Civil Service Title:** City Medical Specialist III

**Bureau:** Bureau of Chronic Disease Control

**Location:** Manhattan

**JVN #:** 816-09-126624

**Salary Range:** \$125,332 to \$158,728

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The New York City Department of Health and Mental Hygiene (DOHMH) has a reputation for being at the forefront of cutting-edge public health initiatives. We are the oldest and one of the largest local public health agencies in the United States. In operation since 1805, we have an annual budget of \$1.6 billion and more than 6,000 employees. We serve an ethnically and socio-economically diverse population of over 8 million.

Our mission is to protect and promote the physical health and mental wellbeing of the public through monitoring, prevention, and control activities for individuals, families, and communities in New York City. DOHMH's core functions include surveillance, promoting health, preventing diseases, diagnosing and investigating environmental hazards; promulgating and enforcing laws and regulations, responding to disasters, and ensuring access to quality health services.

The DOHMH Cardiovascular Disease (CVD) Prevention and Control Program seeks to reduce CVD burden and to eliminate related health disparities. Two areas of program work include creating sustainable city-wide heart-healthy changes in the food environment, and enhancing CVD and related risk factor diagnosis, management and control. Examples of program nutritional initiatives include restricting artificial trans fat use in NYC restaurants, and supporting the development of food procurement nutrition guidelines for use by all NYC agencies. Hypertension and high cholesterol are directly addressed through supporting clinics and health care network improvement in the detection and treatment of disease, and through community initiatives that enhance patient disease self-management and out-of-office blood pressure monitoring in pharmacies and faith based organizations.

**Job Summary:**

The Medical Director of Quality Improvement reports to the Director of Cardiovascular Disease (CVD) Prevention and Control Program and will lead overall development and execution of CVD Program quality improvement (QI) strategies, projects and resources and supervise CVD clinical systems project staff.

Duties will include but not be limited to:

- Provide vision for integration of QI activities into CVD program strategic planning.
- Provide CVD and risk management content expertise to the Department's Primary Care Information Project, for the development of electronic medical record provider support tools and related performance measurements.
- Participate and provide medical guidance to NYC health care networks on QI activities related to the control of hypertension and high cholesterol.
- Provide leadership in the drafting and development of CVD related Public Health Detailing campaign materials and City Health Information bulletins.
- Investigate and evaluate reimbursement issues related to the sustainability of evidence-based QI initiatives. Propose and implement strategies to secure continued funding.
- Maintain content expertise through critical review of related literature and professional guidelines.
- Participate in the drafting of Department positions and recommendations on the treatment and management of hypertension, hypercholesterolemia and CVD.
- Identify and apply for outside funding for CVD QI priority programming.
- Manage all other related core organizational and administrative tasks.
- Supervise direct reports, mentor interns, and provide support for staff development in related areas.
- Support communication and coordination activities with relevant local, state and national partners.
- Represent the Department at related functions, conferences and meeting.
- Other duties or tasks may be assigned on an as-needed basis.

**PREFERRED SKILLS:**

Two (2) to three (3) years of clinical or administrative experience in an ambulatory primary care setting is desirable. The successful candidate will be able to work collaboratively with, and influence, a diverse team to achieve results; have a solid working knowledge and background of national quality improvement activities; have familiarity with quality improvement methodologies and change management principles for health care organizations; be a highly motivated self-starter with excellent organizational skills and the ability to multitask in a busy and dynamic environment; and communicate effectively and work cooperatively within a team environment. Familiarity with software programs used for medical records, medical billing, population tracking or health outcomes quality improvement is highly desirable.

**Experience Required:**

Possession of a valid license to practice medicine in the State of New York; and either:

- a) Valid Board Certification issued by the appropriate American Specialty Board in any specialty area required by the agency; or
- b) Current approved application on file for admission to the certifying examination given by the appropriate American Specialty Board in any specialty area required by the agency.

Special Notes:

To be assigned to Assignment Level III, individuals must possess:

- a) A valid license to practice medicine in the State of New York; and
- b) A Master's degree in Public Health, or equivalent Master's degree, including or supplemented by graduate credits in epidemiology and biostatistics. Completion of Epidemic Intelligence Service program of the Center for Disease Control and Prevention may be used to substitute for this Master's degree; and
- c) At least two years of satisfactory experience after receipt of the Master's degree, or equivalent, in the practice of epidemiology, Specialty Board Certification or eligibility may be substituted for one year of this experience.

IF YOU WERE EDUCATED IN A FOREIGN SCHOOL, YOU MUST SUBMIT A FOREIGN DEGREE EVALUATION, FROM AN APPROVED ORGANIZATION, WITH YOUR RESUME.