

Assistant/Associate Campus Counsel (Hospital Affairs)

The Office of General Counsel (“OGC”) provides legal services and support to the Board of Trustees, the Chancellor and senior officers in System Administration at Albany, New York, and the presidents and administrators of the campuses within the System. Under the leadership of the Senior Vice Chancellor for Legal Affairs and the General Counsel, the SUNY Office of General Counsel is responsible for providing legal services to the System and the 29 state operated campuses. The OGC consists of 47 experienced higher education attorneys, paralegals and support staff located in Albany at the System Administration headquarters and in campus-based offices at the four University Centers, Health Science Centers, and various SUNY colleges.

The legal practice of the OGC involves a substantial array of topics, including public procurement, governance and ethics, legislation, health care, capital construction, public finance, labor grievances and arbitration, litigation oversight (the State’s Attorney General defends litigation brought against the University), student affairs, and the use of real property. The OGC represents SUNY in interactions with State officials who may regulate the affairs of SUNY, including the Attorney General, State Comptroller, the Governor and staff, and members of the State Legislature and staff as well as other state and local agencies and entities.

Job Standard / Operational Needs: State University of New York Upstate Medical University (“SUNY Upstate”), located in Syracuse, New York, invites applications for the position of Assistant/Associate Campus Counsel who can assist with and/or handle legal matters that arise in the operation and administration of hospital facilities:

- Provide legal advice to hospital administrators, physician leadership and risk management regarding all non-malpractice patient care issues including advance directives, treatment of minors, treatment of psychiatric patients, consent issues, termination of care, end-of-life care, emergency detentions, transitions of care consistent with safe discharge laws, rights and responsibilities of patients and their families, and medical records documentation;
- Represent SUNY Upstate in guardianships proceedings, treatment over objection proceedings, emergency detentions/mental hygiene matters and similar legal proceedings;
- Review and update hospital policies regarding related to patient matters (e.. informed consent, guardianship, etc.), conduct medical staff education regarding common legal questions involving patient care;
- Actively manage and assist in defense of the medical malpractices cases filed against University Hospital, working closely with the Office of the Attorney General of the State of New York, which provides trial counsel and defense of claims filed against the State of New York;
- Assist with the proper disposition of subpoenas and other administrative agency requests;
- Assist with the disposition of small claims filed against SUNY Upstate;
- Assist the privacy and information security officers with legal matters related to information security, confidentiality and release of medical records;
- Participate in University Hospital ethics committee meetings and related patient review committees, provide legal advice to hospital administration regarding physician medical staff membership;
- Provide legal advice regarding payor contracting and assist with payor appeals/pre-authorization denials.

There is one position for this operational need which will be filled at either the Assistant or Associate Campus Counsel level. Candidates considered at the Assistant Campus Counsel level is someone who is able to articulate their desire to work in the field of academic medicine and hospital operations, and has an enthusiasm for researching and learning complex areas of the law. Candidates considered at the Associate Campus Counsel level is someone with some prior substantive legal experience in many of the enumerated operational needs identified in this posting. The attorney will be expected to deliver consistent, high quality, timely and efficient legal services for the University, consistent with the standards of professional conduct. The attorney will also be expected to stay apprised of updates in laws and regulations having an impact on the areas for which the attorney is responsible. The successful candidate will be based at the Syracuse OGC regional office. The position reports directly to the Chief Campus Counsel of SUNY Upstate and indirectly to the SUNY Vice Chancellor of Legal Affairs and General Counsel. In addition, the Campus Counsel interfaces with other SUNY OGC colleagues to coordinate the delivery of excellent legal services, including participation in SUNY OGC staff meetings and trainings.

Position comes with excellent benefits.

Minimum Qualifications

- Juris Doctor from an accredited ABA law school (or foreign equivalent degree)
- Admission in good standing with the New York State Bar or eligibility for admission within 6 months of start date
- Assistant Campus Counsel: 1-2 years practicing as an attorney and articulates well their desire to work as a healthcare attorney and the Associate Campus Counsel: at least 3 years practicing as an attorney with some relevant health law experience consistent with the identified operational need
- Excellent interpersonal skills and ability to work collaboratively in a team environment
- Excellent legal analysis, legal writing and editing, and oral advocacy skills
- Excellent presentation and training skills
- Ability to work independently, with a demonstrated ability to research and learn complex areas of the law
- Strong organizational, interpersonal communication, and problem-solving skills
- Ability to function effectively in a fast-paced environment with multiple and changing priorities and objectives
- This position will require on-call availability during evenings and weekends, which responsibility will be shared with other attorneys in the office

Preferred Qualifications

- Experience handling litigation matters in State or Federal Court

Interested candidates, please visit the following link to view the complete posting and apply:

<https://careers.upstate.edu/en-us/job/508191/assistantassociate-counsel-hospital-affairs>

We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or disability or other protected classes under State and Federal law.