

Job Description

Job Title: Director of Nursing

Job Summary: Plans and directs all client care services. Coordinates and approves all staff development programs. Communicates the concept of quality care to A Passionate Helping Hand Home Health Care LLC. Monitors compliance with state and federal agency standards and guidelines.

Reports to: Administrator/Business Director

Essential Functions:

1. Directs and monitors overall delivery of quality health care services within the agency.
2. Assists the administrator in planning overall development and administration of the agency.
3. Participates in the development of the administrative and clinical policies and procedures for approval of the Board of Directors and Professional Advisory Committee.
4. Participates in the review, analysis, and appraisal of the effectiveness of the total agency program.
5. Assists with the selection and maintenance of qualified staff.
6. Ensures quality and safe delivery of home health care services to all clients.
7. Supervises methods for coordination of care by all disciplines.
8. Performs and/or delegates appropriately the duties of the visiting registered nurses.
9. Maintains Pecos files and verify that all doctors are Pecos certified.
10. Is responsible for all staff clinical and non clinical
11. Develops and implements the agency's training and development programs by providing:
 - a. Orientation program (Skilled staff)
 - b. Competency skills check initially and yearly for skilled and non-skilled personnel
 - c. Mandatory in-service programs are done monthly
 - d. Guidance to ensure compliance with The Nurse Practice Act
 - e. Maintaining client education library for distribution for training purposes
 - f. Ensures adherence to OSHA standards
 - g. Maintaining staff development training modules
 - h. Resources for on-going professional educational programs

Essential Functions continued:

12. Coordinates and monitors outcome base studies.
13. Monitors completion of employee disposition forms.
14. Assists administrator to review all written correspondence to agency staff and external agencies.
15. Assists with completion of ADR's or other post payment denials as needed.
16. Attends unemployment-employment compensation hearings as needed.
17. Participates in case conferences, Ethics, QI committee, and other committees as needed. Reviews clinical charts in QA for accuracy and completion. If clinical charts are not completed timely is responsible for getting them completed.
18. Stays abreast of state and federal regulation by participating on IHCA committee and reviewing health care directive.
19. Works collaboratively with Administrative Assistant to maintain compliance of personnel files.
20. Coordinates and implements quality assurance program.
 - a. Assures that all medical records are in compliance with state and federal guidelines.
 - b. Assures that medical records reflect that MD orders have been acknowledged.
 - c. Audits medical records on a continuous basis, utilizing a rotation and agency policy
 - d. Performs Quality Assurance checks and studies utilizing specific focus parameters
 - e. Seeks methods to improve quality of nursing care delivery
 - f. Administers patient satisfaction survey quarterly
21. Provides for continuing evaluation of the agency by:
 - a. Evaluating service policies and functions, and recommending proposals for changes or study of problems which affect the agency.
 - b. Evaluating the performance of the individuals in the program in relation to established standards and the individual's professional development.
 - c. Evaluating the total service program in relation to agency goals.
22. Serves as a member of the Professional Advisory Committee.

Essential Functions continued:

23. Assumes assigned responsibility for agency operations in the absence of the administrator.
24. Promotes education for client, client's families, and the community.
25. Ensures that the agency's annual report is addressed by the Professional Advisory Committee on a quarterly basis, then completed at the end of each year.

26. Answering phones as needed

Non-essential Functions:

Performs other related duties as assigned.

Minimum Qualifications:

1. Licensed Registered Nurse
2. Possess a minimum of two (2) years of nursing experience at least one (1) of which must be in the provision of home health care, and supervision of home health aide services for at least six (6) months.
3. BSN or MSN, MS preferred.

Physical/Mental Requirements:

1. Position requires regular travel by car throughout Marion and surrounding counties.
2. Extensive personal and telephone contacts with agency staff, clients and client's families.

Acknowledgement:

I have read and understand this job description of Director of Nursing.

Director of Nursing

Date

Business Office Manager

Date

Board of Director

Date