



JOB DESCRIPTION: *CLINICAL MANAGER*

[A BETTER ALTERNATIVE TO SENIOR CARE, INC.,]'s Clinical Manager is a salaried employee and is directly responsible to the Director of Clinical Services to perform responsibilities in accordance with acceptable standards of practice and within the Registered Nurse scope of practice, She/he is responsible for the overall patient care operations and assigned personnel.

REPORTS TO: The Director of Clinical Services

SUPERVISES: Scheduler/Patient Care Coordinator and professional and paraprofessional personnel as assigned on organization chart

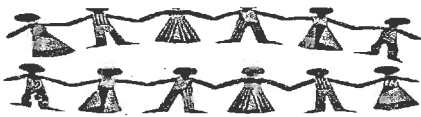
QUALIFICATIONS:

- Educational preparation of associate degree or baccalaureate degree preferred
- Graduate of an accredited school of nursing
- Preferred to have had at least three years of experience in nursing within the last five years, with a portion of that experience in home health care and/or supervision
- Possess and maintain a current state license as a Registered Nurse (RN)
- Maintain CPR certification
- Computer literate
- Familiar with quality, home health care agency, and financial reports
- Able to provide written proof of health status and ability to lift, bend, and squat the level and amount determined by each job assigned
- Possess knowledge of home health care regulations and procedures
- Possess effective communication skills and ability to lead a team of personnel with a variety of backgrounds and educational experiences
- Possess good patient assessment, time management, problem-solving, work ethic skills
- Possess a current driver's license and a dependable insured automobile



RESPONSIBILITIES:

1. Demonstrates support for the agency mission statement to promote quality, efficient, comprehensive, compassionate, and effective patient services.
2. May serve as alternate administrator in the absence of the Administrator.
3. Available on premise or via telecommunications to supervise and serves as a role model to all assigned personnel.
4. Participates in and supports the agency Quality Assessment and Performance Improvement activities (QAPI).
5. Participates in employee orientation, competency testing, and in-services.
6. Coordinates referrals.
7. Makes patient and personnel assignments assuring that patient needs are continually assessed and that assignments provide adequate and appropriate patient care.
8. Ensures the development, implementation, and updates of the individualized plan of care.
9. Uses effective communication skills to follow-up on complaints by patients or personnel.
10. Maintains confidentiality of patient, employee, and home health care operations.
11. Keeps all records up to date, organized, and ready for inspection at any time.
12. Promotes compliance with all agency standards, policies, and procedures.
13. Promotes patient, personnel, and office safety precautions.
14. Presents a professional appearance and promotes a positive work environment.
15. Participates in clinical record review and works with personnel to initiate needed changes to maintain records in accordance with state and federal regulations.
16. Serves as a role model by being actively involved in patient service as needed and assist personnel in the development of plans of care.
17. Reviews all admissions, transfers, discharges, and plans of service to ensure that they meet agency policy and procedures and standards of practice.
18. Monitors patient progress, coordination of services, expected outcomes, and assist the personnel in addressing variances.
19. Negotiates with insurance companies regarding patient coverage as needed.



20. Serves as a liaison between patient and physician if needed.
21. Demonstrates nursing skills related to home health care practices.
22. Facilitates referrals to other agencies.
23. Supervises Home Health Aides and including all aspects of aide training (if provided), competency testing, direct observation and documentation review, in-service training of 12 hours/year for aides. Details of the training and testing of aides will be found in the Home Health Aide job description.
24. Represents the agency at community functions and/or participates in public speaking engagements to various organizations, physicians, and other interested parties.
25. Participates in the development of the annual program evaluation and strategic plan.
26. Participates in interview and selection of new personnel as delegated.
27. Evaluates assigned personnel performance and provides corrective action if needed.
28. Performs other duties as requested.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge I have received and read my job description and understand and accept the responsibilities, qualifications, physical demands, and work environment this position requires. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand management without notice may alter the job functions. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Printed Name

Date: _____

REFERENCES:

CMS 42 CFR 484.14(d) Revision: 484.105 (f) (2); 484.60; 484.75.b



ACHC HH1-6B HH4-10A.01-.03

CHAP CIII.1b; CIII.1c; AP.2.1; CDT.3.1; CDT.10.1; CQI.1

TJC HR.01.02.01; HR.01.05.01; HR.01.02.07