



JOB DESCRIPTION: *DIRECTOR OF CLINICAL SERVICES*

The Director of Clinical Services is responsible for the overall management of the [A BETTER ALTERNATIVE TO SENIOR CARE, INC.,] clinical programs related to the coordination of all professional and paraprofessional services provided to patients in accordance with its policies and procedures.

REPORTS TO: The Administrator

SUPERVISES: Clinical Manager and assigned professional and support staff

QUALIFICATIONS:

- Educational preparation Bachelor of Science in Nursing (BSN) required, Master of Science in Nursing (MSN) preferred
- Graduate of an accredited school of nursing
- Possess a current state license as a Registered Nurse (RN)
- Minimum three years clinical experience within the last five years, preferably in-home health care and at least one year of supervisory experience
- Computer literate
- Familiar with quality, clinical, and financial reports
- 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 time management, problem-solving, work ethic skills
- Possess a current driver's license and a dependable insured automobile
- CPR certified

RESPONSIBILITIES:

1. Demonstrates support for the agency mission statement and philosophy to promote quality, efficient, comprehensive, compassionate, and effective patient care.



2. Organizes and assume overall responsibility for agency clinical services arranging for required 24 hours/day professional access. This includes cost accountability, service quality achievement, assigned personnel productivity May delegate duties, as needed.
3. Provides oversight to ensure the coordination of referrals and makes patient and personnel assignments assuring that patient needs are continually assessed. Provides oversight to ensure the development, implementation, and updates of the individualized plan of care.
4. Supervises and serves as a role model and consultant to all assigned agency personnel.
5. Oversees, participates in, and supports the agency Quality Assessment and Performance Improvement (QAPI) activities establishing measurable outcomes/objectives.
6. Performs or delegates initial orientation, competency testing, and in-services for new personnel.
7. Uses effective communication skills to follow-up on complaints by patients or personnel.
8. Serves as the liaison between clinical personnel and administration.
9. Participates in budget, strategic plan, clinical policy and procedure development and implementation.
10. Evaluates and recommend the appropriate staffing mix to meet agency patient needs.
11. Monitors the coordination of and promotes interdisciplinary group process.
12. Provides clinical personnel with current agency practices, local issues, and trends.
13. Supervises programs and personnel as indicated on the organizational chart.
14. Oversees the Infection Control program for compliance, if assigned.
15. Serves as agency liaison to community, state, and national level functions, as needed.
16. Maintains confidentiality of patient, employee, and agency operations.
17. Keeps all records up to date, organized, and ready for inspection at any time.
18. Knowledgeable of and abides by all policies and procedures.
19. She/he is responsible for the overall patient services.



- 20. Promotes patient, personnel, and office safety precautions.
- 21. Presents a professional appearance and promotes a positive work environment.
- 22. Maintains current knowledge of home health care regulations and acceptable standards of practice and current clinical practices.
- 23. Makes support personnel, supply, and equipment available to clinical personnel, as needed.
- 24. Coordinates clinical services with other programs and managers.
- 25. Directs clinical personnel in the performance of their duties including admission, discharge, transfer, and service provision to patients.
- 26. Assures other agency services to agency patients are authorized and collaborative.
- 27. Arranges for peer consultation and evaluation of non-nursing professional disciplines to confirm competency and ensure adherence to standards of practice for the discipline.
- 28. Serves as alternate Administrator in Administrator's absence.
- 29. 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 484.105(f) (2); 484.60; 484.75 (b); 484.115(b)

CMS 42 CFR 418.14(d) Revision: 484.105 (c) 484.115(c)



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

CHAP Cl.4c, CIII.1b; CIII.1c; LG.6; CDT.3.1; CDT.10.1; CQI.1 TJC HR.01.02.01;
HR.01.05.01; HR.01.02.07