JOB DESCRIPTION

TITLE OF POSITION: DIRECTOR OF NURSING

TITLE OF IMMEDIATE SUPERVISOR: DIRECTOR OF SERVICES

JOB SUMMARY:

The Director of Nursing assists with the planning, coordination, leading, controlling and evaluation of home health services. The Director of Nursing is responsible for coordination and liaison with appropriate parent and affiliate Departments and committees; development of policies and guidelines for and obtaining input from service personnel and providing professional input to related administrative systems. He/she directs and supervises professional and paraprofessional personnel rendering client care services, fosters public relations for the company by consulting and planning with health care facilities regarding staffing needs, and communicates the concept of quality client care to the general community.

The Director of Nursing interprets service needs to the DOS and/or Administrator and acts as a client services administrative liaison.

QUALIFICATIONS

Education: Registered Nurse, preferably with a Bachelor's degree with at least two years' experience in nursing obtained within the last 24 months, with one year of community health care experience preferred.

JOB RESPONSIBILITIES:

1. Be available at all times during operating hours, or have qualified alternate in writing.
2. Consults, plans and works with DOS/Administrator in policy formulation and implementation including assessing adequate and qualified staffing.
3. Consults with supervisors and staff, individually or in groups, regarding patients or families, Special programs or service programs.
4. Supervises and evaluates the program, services, and field personnel.
5. Directs the implementation of service goals and objectives.
6. Develops standards that ensure safe and effective services to clients and families to include:
   A. Assure a reassessment of a client's needs is performed by the appropriate health care professional when:
      1. there is a significant health status change in the clients' condition.
      2. at the Physician's request.
      3. after hospitalization.
7. Establishes and maintains effective channels of communication.
8. Keeps program personnel up to date with state of the art clinical information and practices staff development including orientation, inservice education and continuing education.
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10. Directs staff in performance of their duties.

11. Oversees the implementation and evaluation of client care services inclusive of regulatory licensure and certification criteria and accreditation standards.

12. Coordinates with other program areas and senior management as appropriate according to the organizational structure.

13. Acts as liaison with Staff Development for program areas.

14. Assesses appropriate staff supervision during all service hours.

15. Collaborates in the development of an effective and efficient client care documentation system including statistical compilation and analysis relative to cost and staff service delivery.

16. Assists in the evaluation of community needs and plans programs and services to meet with identified needs.

17. Oversees all CQI and utilization review activities.

18. Coordinates with continuous Quality Improvement Committee. Implements corrective action plans and controls.

19. Assists in agency evaluation activities.

20. Participates with other health, civic, education and professional groups as directed by the DOS/Administrator.

21. Serves on and periodically reviews policies relevant to patient care with the Professional Advisory Committee.

22. Assists in fostering community relations through providing quality care.

23. Consults with physicians in matters relating to patient care services.

24. Consults and plans with health care facilities regarding staffing needs.

25. Evaluates own job performance and utilization of resources in planning for professional growth.

26. Participates in state and national organizations, meetings, seminars, workshops and activities relating to the health professions and health care services, when appropriate.

27. Assists with interviews and hires select home health care personnel.

28. Actively develops and pursues referral sources, as well as facilitates on-going relationships with various medical and health communities.

29. Keeps current on local area issues and works with organizations that work to improve the health and welfare of the community, as directed by the DOS/Administrator.

30. Performs other duties as assigned by the DOS/Administrator.

OCCASIONAL DUTIES:

May be requested by the Administrator or Chief Executive Officer to attend outside meetings and/or conferences and other duties as deemed necessary.
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### COMPANY INFORMATION:

Access to all personnel records and company financial records, which may be discussed with all management staff, including the Board of Directors.

### PROTECTED HEALTH INFORMATION:

All the protected health information of patients needed to perform the duties of the job description. This information could be discussed with the management staff including the Board of Directors, in compliance with the information management and confidentiality policies.

### ACKNOWLEDGEMENT

I have received a copy of the job description for the position I am being offered:
I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.
I have discussed any questions I may have had about this job description prior to signing this form.

__________________________________                               ____________________
Signature                                                                                    Date