

DIRECTOR OF PATIENT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This a professional administrative nursing position involving responsibility for planning, organizing and supervising patient care services through the certified home health agency, long-term home health care program and public health services of the County Public Health Nursing Service. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient patient care services. Acts for and in place of the Public Health Director in the absence of the Director. The incumbent is responsible for the promotion of community health and health maintenance by ensuring safe and effective patient home health care and clinic services. Work is performed under the general supervision of the Public Health Director of the home health agency. Direct supervision is exercised over nursing and other professional staff and auxiliary health care and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) recommends the number, types of staff and supervision required to meet the agency's responsibilities; Assists in the recruitment of staff qualified to provide the quality and quantity of services which the agency offers to patients in their place of residence; Assigns nurses to insure that every patient receives adequate care by or under the supervision or direction of a registered nurse; Assigns supervisory nurses to provide adequate qualitative and quantitative control of patient care services; Assists in the preparation and management of the annual budget; Assists in the development of agreements and contracts where applicable to provide agency services or to secure services needed by the agency; Assists in the preparation of descriptions for each category of employed or contracted positions to clearly identify the scope of practice, responsibility and accountability of the individual accepting the position; Plans orientation of new personnel and provides appropriate in-service education specific to meeting agency responsibilities; Develops procedures for systematic evaluation of agency program; Makes provision for periodic evaluation of employee performance; Attends meetings of the Health Services Advisory Board and acts as liaison between the Public Health Nursing Service and the Professional Advisory Committee; Works with department accounting staff to ensure proper billing procedures are followed for home health services; Helps interpret agency services and policies to the general public, other health service providers and the recipients of home health agency services.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of current nursing practice and administration, public health programs administration, health economics and legislation; Thorough knowledge of federal and state regulations regarding home health care and long-term home health care programs; Good knowledge of community agencies and organizations which provide services in support of health care and maintenance; Working knowledge of research methods; Ability to establish effective working relationships with others; Ability to plan, organize and direct the activities of others; Ability to assess community health needs; Ability to interpret existing and proposed health programs as they affect nursing; Ability to work cooperatively with others; Ability to communicate effectively both orally and in writing; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a current valid license and registration issued by the New York State Education Department to practice as a Registered Professional Nurse AND

- A. Two years as a supervising public health nurse or supervising community health nurse,
OR
- B. A Masters degree from a regionally accredited or New York State registered college or university in nursing, public health, business administration or other health related field and two years of home care nursing experience.

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