

TITLE OF POSITION: ALTERNATE DIRECTOR OF NURSING

TITLE OF IMMEDIATE SUPERVISOR: Director of Nursing/Administrator

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS- HIGH

| DUTIES OF POSITION |
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| 1. In the absence of the Director of Nursing, undertakes the Director Of Nursing duties in accordance with policies and standards established by the Governing Body, and under the direct supervision of the Administrator, assists with the planning, coordination, leading, controlling and evaluation of home health services. |
| 2. 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. |
| 3. Directs and supervises professional and auxiliary personnel rendering patient care services, performs marketing duties and fosters public relations for the company, consults and plans with health care facilities regarding staffing needs, and communicates the concept of quality patient care to the general community. |
| 4. Interprets service needs to the Administrator and acts as a patient services administrative liaison. |
| RESPONSIBILITIES OF POSITION |
| 1. Participates with the Administrator and the Governing Board in the formulation of a business plan, i.e., strategic goals, resource allocation plan(s) and a yearly budget. |
| 2. Consults, plans and works with Administrator in policy formulation and programmatic development and implementation including assessing adequate and appropriate staffing. |
| 3. Coordinates with Administrator planning activities to develop administrative policies and practices for the Agency. |
| 4. Consults with supervisors and staff, individually or in groups, regarding patients or families, special programs or service programs. |
| 5. Evaluates the program, services, and field personnel. |
| 6 Directs the implementation of service goals and objectives. |
| 7. Develops standards that ensure safe and effective services to patients and families. |
| 8. Establishes job functions, qualifications and job descriptions for each service staff (direct and supervisory). |

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| 9. Establishes and maintains effective channels of communication. |
| 10. Keeps program personnel up to date with state of the art clinical information and practices staff development including orientation, in-service education and continuing education. |
| 11. Maintains policy and procedure manuals and updates procedures and job descriptions as policies and procedures change. |
| 12. Directs staff in performance of their duties. |
| 13. Oversees the implementation and evaluation of patient care services inclusive of regulatory licensure and certification criteria and accreditation standards. |
| 14. Coordinates with other program areas and senior management as appropriate according to the organizational structure. |
| 15. Acts as liaison with Staff Development for program areas. |
| 16. Assesses appropriate staff supervision during all service hours. |
| 17. Collaborates in the development of an effective and efficient patient care documentation system including statistical compilation and analysis relative to cost and staff service delivery. |
| 18. Participates in selected orientation programs. |
| 19. Keeps staff informed of agency developments, needs, etc., and encourages their participation in problem solving at the organization and community levels. |
| 20. Assists in the evaluation of community needs and plans programs and services to meet with identified needs. |
| 21. Submits formal written proposals to Administrator for all new programs or services (with complete cost/benefit analysis). |
| 22. Assists all CQI and utilization review activities. |
| 23. Assists in Agency evaluation activities. |
| 24. Participates in selective conferences and workshops to promote knowledge in community health trends, efficiency in job performance and overall professional growth. |
| 25. Participates with other health, civic, education and professional groups as directed by the Administrator and Executive Director. |
| 26. Serves on and periodically reviews policies relevant to patient care with the Professional Advisory Committee. |
| 27. Assists in marketing the Agency and fostering community relations. |

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| 28. Consults with physicians in matters relating to patient care services. |
| 29. Consults and plans with health care facilities regarding staffing needs. |
| 30. Evaluates own job performance and utilization of resources in planning for professional growth. |
| 31. Participates in state and national organizations, meetings, seminars, workshops and activities relating to the health professions and health care services, when appropriate. |
| PROMOTES STAFF DEVELOPMENT |
| 1. Utilizes capabilities of nursing and paraprofessional personnel in the development of orientation and staff education programs. |
| 2. Recognizes leadership potential and offering opportunities for leadership training and development. |
| 3. Encourages and assists personnel to continue self-improvement through formal education, educational meetings and active participation in professional and related organizations. |
| 4. Assists with interviews and hires select home health care personnel. |
| JOB CONDITIONS |
| 1. Position is stressful in terms of meeting deadlines. |
| 2. It requires minimal lifting of office records and printouts. |
| 3. It is primarily a desk job which essentially involves sitting, standing stooping and walking, as well as an inordinate amount of telephone communication. |
| 4. Travel is required, by car or airplane to local, out-of-town or state seminars, conferences or meetings. |
| 5. Must be able to read 12 point and larger type. |
| 6. The ability to communicate well, both verbally and in writing is required. |

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| EQUIPMENT OPERATION | |
| The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment. | |
| COMPANY INFORMATION | |
| Has access to all patient medical records and patient financial accounts, personnel records and company financial records, which may be discussed with all management staff. | |
| QUALIFICATIONS | |
| 1. A Registered Nurse licensed in the state of Florida. | |
| 2. Must have one year of nursing experience, one of which has been preferably community health experience. Has at least one year of supervisory experience. | |
| 3. A Bachelor's degree is preferred. | |
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| 3. Must have a criminal history background check. | |
| 4. Is a direct employee. | |
| ACKNOWLEDGMENT | |
| Employee Signature | Date |
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