

DIRECTOR OF PATIENT SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This professional administrative nursing position involves responsibility for the administrative, professional and financial operations of the agency. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient patient care services. Activities are performed under the general direction of the governing authority of the home health agency. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides sufficient number of public health nurses to insure that every patient receives care by or under the supervision or direction of a public health nurse;

Makes provisions for sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of patient care services;

Determines the number, types of staff and supervision required to meet the agency's responsibilities;

Recruits staff qualified to provide the quality and quantity of services which the agency offers to patients in their place of residence;

Prepares and manages annual budget;

Prepares 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;

Develops and recommends personnel policies to include reimbursement scales, hours of work, vacation and sick leave benefits, pre-employment and periodic physical examinations and such other conditions of employment for submission of the governing authority;

Plans orientation of new personnel and provides appropriate inservice education specific to meeting agency responsibilities;

Develops procedures for systematic evaluation of agency program;

Makes provision for periodic evaluation of employee performance;

Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;

Coordinates activities of the physician advisory committee and the professional advisory committee with the governing authority;

Interprets agency services and policies to the general public, other health service providers and the recipients of home health agency services;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Comprehensive knowledge of current nursing practice and administration, public health programs

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administration, health and legislation; comprehensive knowledge of community organization; working knowledge of research methods; ability to plan, organize and direct the activities of others; ability to communicate effectively; ability to perform duties in accordance with ANA code for Professional Nurses; acceptable physical and mental health to carry out the responsibilities of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:* Either

- a) Masters degree in nursing, health education, community health, public health or public administration and three (3) years of experience in community health, public health or preventive health in a federal, state or local health agency or in a diagnostic treatment center, sub-chapter C non-occupant program, health maintenance organization, home health agency, long-term home health care program, hospice or respite care program, two (2) years of which shall have involved experience with supervisory, leadership or administrative responsibilities; or
- b) Bachelors degree in nursing and four (4) years of nursing experience in community health, public health or preventive health in a federal, state or local health agency or in a diagnostic treatment center, sub-chapter C non-occupant program, health maintenance organization, home health agency, long-term home health care program, hospice or respite care program*, two (2) years of which shall have involved experience with supervisory, leadership or administrative responsibilities; or
- c) Bachelors degree in nursing and two (2) years of experience as a Supervising Community Health Nurse in a certified home health agency or long-term health care program; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

ACCEPTABLE EXPERIENCE NOTE: Acceptable supervisory or administrative responsibilities can include experience while appointed as Public Health Nurse or Community Health Nurse that included serving as team leader or program component coordinator, under supervision.

SPECIAL REQUIREMENT: Possession of a license to practice as a Registered Professional Nurse in New York State at time of appointment and throughout employment.

*The minimum qualifications reflect and comply with New York State Sanitary Code Title 10, Chapter 1, Sections 11.40-42 of the New York State Codes, Rules and Regulations (NYCRR).