



CLINICAL DIRECTOR JOB DESCRIPTION

EDUCATION:

Graduate of an approved school of nursing. Licensed to practice as a Registered Nurse in North Carolina. Current CPR certification and valid NC Driver's license required. Associate level college degree in Nursing, Social Work, Management, Health Sciences Administration, or related fields preferred.

EXPERIENCE:

Four years of general nursing experience with minimum of two years of supervisory experience. Home care experience required. Excellent communication skills and computer skills using Word and Excel. Ability to operate standard office equipment. Ability to multi-task. Excellent organizational skills. Knowledge of home care services and NC Medicaid programs.

ACCOUNTABILITY:

The Clinical Director reports to the Director.

FUNCTIONS:

The Clinical Director functions as a team member of First Choice Home Care, Inc. This individual is responsible for the overall daily operations of the Agency and is responsible in the Director's absence. This person ensures the provision of quality home care services provided competently and confidentially, in compliance with the many federal and state regulations, programs, and Agency Policies and Procedures. The Clinical Director monitors billing and accounts receivable, evaluates client satisfaction, and promotes the Agency in the community.

Responsibilities include but are not limited to the following:

1. Knowledge of the various services offered by First Choice Home Care, Inc. and requirements of each.
2. Knowledge and maintenance of FCHC, Inc. Policies and Procedures.
3. Knowledge of ACHC (Accreditation Commission for Healthcare) Standards and Policies, Corporate Compliance Plan, Program Integrity, HIPAA, OSHA regulations, Agency Policies and Procedures, Licensure regulations, and other federal and state regulations affecting Agency practices.
4. Knowledge and understanding of all job descriptions and duties of each.
5. Conducts self in a professional manner maintaining the Agency Code of Ethics and Conduct.

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6. Dresses in a professional manner according to dress code and as appropriate for representing the Agency.
7. Knowledge of services available in the communities served by FCHC.
8. Acquires and evaluates current trends and new developments in the health care industry through literature, workshops, and training seminars.
9. Utilizes computer programs and communication tools including instant messaging, conference call, fax, email, voice mail, telephone, and texting, cost effectively.
10. Interviews, qualifies, and hires RNs and LPNs to fill nursing positions and arranges for appropriate orientation with patients.
11. Administers PPD tuberculin testing and Hepatitis B vaccine as needed.
12. Teaches and verifies clinical competency of CNA's and nurses.
13. Responsible for compliance with Infection Control Program, and educational interventions as needed.
14. Responsible for completion and distribution of Nursing On-Call schedule for after hours and weekend coverage and participates in same.
15. Ability to effectively listen and communicate with all levels of the work force, both clinical and non-clinical.
16. Assumes responsibility for Agency in absence of Director.
17. Assumes additional responsibilities deemed by the Director.
18. Coordinates and attends monthly staff meetings to ensure staff communication, adherence to policies and procedures, quality assurance and client satisfaction.
19. Makes supervisory visits to clients according to program requirements and policies.
20. Completes admission assessments and develops patient plan of care for all Private Duty Nursing Cases.
21. Communicates with physicians regarding treatment and medication orders and follows through for receipt of signed MD orders with 60 days.
22. Updates and acquires physician signatures on patient plan of care every 60 days for recertification and uploads to NC Tracks for authorization to ensure continuity of care and proper billing.
23. In collaboration with the Office Manager, ensures that all nursing cases are staffed as ordered and oversees In-Home Aide staffing.
24. Encourages a team approach to workload, challenges, and problem solving.
25. Receives and appropriately triages incoming referrals, visitors, complaints, community questions, insurance issues, and others.
26. Oversees and reviews nursing documentation submitted weekly for compliance.
27. Serves as HIPAA Privacy Officer, Infection Control Officer, and a resource for fellow employees.
28. Maintains confidentiality of all matters related to clients and/or organizational affairs.
29. Appropriately processes and submits Certified Nursing Assistant re-certification applications.
30. Seeks further information as needed to appropriately resolve a problem.

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31. Actively participates in promoting First Choice Home Care in the communities served.
32. Oversees disciplinary procedures and files mandated reports to the appropriate licensing board or registry for reportable violations.
33. Supervises, evaluates, and conducts 90-day and annual performance evaluations for Office Manager, Billing Manager, Field Supervisors and all Nursing Staff.
34. Provides Director with on-going updates of daily operations.
35. Oversees injured employees and progress toward return to work.
36. Alert to and shares information regarding, seminars, webinars, and other opportunities for education, promotion of agency, community involvement, and coordination of care.
37. Maintains and submits copies of continuing education.

The Clinical Director may be asked to perform additional duties within the scope of the job functions.

OTHER QUALIFICATIONS:

1. Able to perform and effectively prioritize multiple functions and tasks.
2. Able to listen and effectively communicate.
3. Able to stand, bend, stoop, squat, kneel and reach freely.
4. Able to freely lift up to a maximum of 25 pounds.
5. Able to hear, read, write, and speak clearly.
6. Able to interpret technical instructions.
7. Able to make sound judgments regarding customer service.
8. No facial piercings, or excessive or offensive tattoos.
9. Men will be cleanly shaven or facial hair neatly trimmed.

EVALUATION:

Performance evaluations are conducted by the Director.

I have reviewed my job description and agree to perform all job duties mentioned to the best of my ability. I understand my job responsibilities may change as the needs of the Agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Signature
Clinical Director

Date