



RN FIELD SUPERVISOR 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.

EXPERIENCE:

Three years of general nursing experience with 1 year of supervisory experience. Previous home care experience preferred. Excellent communication skills necessary. Excellent computer skills using Word and Excel as necessary.

ACCOUNTABILITY:

The RN Field Supervisor reports to the Clinical Director.

FUNCTIONS:

The RN Field Supervisor functions as a team member of First Choice Home Care, Inc. This individual is responsible for coordination and supervision of all CNAs and assisting Clinical Director with supervision of all Nurses, who provide in-home services to the clients of First Choice Home Care to ensure quality, confidential, competent care in compliance with all federal, state, local, and Agency rules and regulations.

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 of FCHC, Inc. Policies and Procedures and other job description functions.
3. Knowledge of ACHC (Accreditation Commission for Healthcare) Standards and Policies, Corporate Compliance Plan, Program Integrity, HIPAA, Agency Policies and Procedures, Patient Rights and Responsibilities, and federal and state regulations affecting agency business and compliance.
4. Conducts self in a professional manner maintaining the Agency code of ethics.
5. Dresses in a professional manner according to dress code and as appropriate for representing the Agency.
6. Makes supervisory visits to clients according to program requirements and policies.
7. Understands, practices, and assures compliance with Agency Infection Control Plan.
8. Completes nursing assessments and develops plan of care for all admissions.
9. Makes referrals for other services, as appropriate Communicates with other service providers to ensure coordination of services.
10. Formulates Patients Plan of Care, treatment orders & follows through for receipt of MD orders within 60 days.
11. Initiate follow up with patient/family on new referrals to complete in a timely manner.

**RN FIELD SUPERVISOR
JOB DESCRIPTION (continued)**

12. Obtains information for commercial insurance before start of care and submits to Billing Manager to ensure financial coverage for continuity of care.
13. Coordinates & attends meetings with other services to ensure coordination and continuity of care.
14. Keeps Clinical Director informed of issues and concerns.
15. Acknowledges and responds to the needs and concerns of clients, families and visitors in a timely, professional and courteous manner.
16. Demonstrates a genuine commitment and an active contribution to providing the highest quality of service to clients.
17. Maintains confidentiality of all matters related to the client and/or organization affairs.
18. Teaches and verifies clinical competency of In-Home Aides and nurses.
19. Administers PPD tuberculin testing and Hepatitis B vaccine as needed.
20. Teaches eligible CNA I any of the 4 Agency selected CNA II skills, as needed and verifies Competency, according to the NC Board of Nursing teaching modules.
21. Participates in the Nursing On-Call schedule after hours and weekends.
22. Assumes some of the job responsibilities of the Clinical Director or Director in their absence.
23. Acquires, shares, and documents knowledge of current trends and new developments through continuing education involving literature, workshops, and training seminars.

The RN Field Supervisor may be asked to perform additional duties within the scope of the job functions.

OTHER QUALIFICATIONS:

1. Able to stand, bend, stoop, squat, kneel and reach freely.
2. Able to freely lift up to a maximum of 25 pounds.
3. Able to hear, read, write, and speak clearly.
4. Able to interpret technical instructions and demonstrate use of clinical equipment.
5. Able to make sound judgments regarding customer service.
6. No facial piercings, or excessive or offensive tattoos.
7. Men will be cleanly shaven or facial hair neatly trimmed.
8. Able to multi-task and prioritize responsibilities.

EVALUATIONS:

Performance evaluations are conducted by the Clinical Director.

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties 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

RN Field Supervisor

Date