Summary

The Clinical Manager is responsible for the overall direction of all skilled nursing and therapeutic services. The Clinical Manager establishes, implements and evaluates goals and objectives for Agency services that meet and promote the standards of quality and contribute to the total organization and philosophy. The Clinical Manager (or qualified alternate) is available at all times during operating hours and participates in all activities relevant to the professional services furnished, including the development of qualifications and the assignment of personnel.

Qualifications

1. A Physician, Registered Nurse, Physical Therapist, Speech-Language Pathologist, Occupational Therapist, Audiologist or Social Worker licensed in the state(s) in which practicing.
2. A minimum of 2 years of home care experience and at least one year of supervisory experience is required.
3. Excellent observation, verbal and written communication skills.
4. Knowledge of business management, home health regulations and accreditation standards.

Essential Job Functions/Responsibilities

1. Directs, coordinates and supervises all patient services provided by clinical organization personnel, including:
   1. Making patient and personnel assignments
   2. Coordinating patient care
   3. Coordinating referrals
   4. Assuring that patient needs are continually assessed
   5. Assuring the development, implementation and updates of the individualized plan of care
2. Provides guidance and counseling to supervisory staff to assist them in continually improving all aspects of Agency care services, provided through organization personnel.
3. Assists supervisors in managing clinical teams and planning.
4. Provides help in assessment, planning, implementation and evaluation of patient and family/caregiver care to all clinical personnel as indicated.
5. Responsible for the Agency’s ongoing Quality Assessment/Performance Improvement (QAPI) program as the QAPI Coordinator. Assists with the overall development and implementation of the QM plan, and the identification of goals related to patient outcomes and coordinating, participating, and reporting of activities and outcomes results.
6. Responsible for the review of patient medical records for compliance with federal, state and local laws, Accrediting Organization standards (if applicable), and Agency policies and guidelines.
7. Functions as Agency infection control manager.
8. Assists the with the preparation and administration of the organization's budget, as applicable.
9. Assists supervisors to develop skills and techniques in evaluating the performance of clinicians.
10. Takes an active role in recruiting, hiring, retention and terminations.
11. Conducts annual evaluations of supervisors and clinicians, or more frequently if indicated.
12. Oversees the maintenance of patient clinical records, statistics, reports and records for purposes of evaluation and reporting of organization activities.
13. Assures proper maintenance of clinical records in compliance with local, state and federal laws.
14. Responsible for the maintenance of adequate and appropriate inventory supplies and equipment for the provision of patient services.
15. Develops, implements and evaluates the orientation program for new organization personnel. Responsible for orientation of new organization personnel, directly or delegated.
16. Plans and implements in-service and continuing education programs to meet education and training needs of organization personnel.
17. Assists with the evaluation of organization performance via performance improvement program, productivity, quarterly and annual reviews. Assures the quality and safe delivery of Agency services.
18. Assists in the development of organization goals. Develops, recommends, and administers Agency policies and procedures.
19. Assures compliance with all local, state and federal laws regarding licensure and certification of personnel and, maintains compliance to applicable accreditation standards.
20. Stays informed about changes in the field of clinical and Agency care; shares information with appropriate organization personnel.
21. Promotes Agency referrals in the health care community.
22. In the absence of the Administrator, serves as the acting Administrator.
23. Participates in on-call coverage.
24. Other duties as assigned by the Chief Nursing Officer and/or Administrator.

job relationships

1. Supervised by: Administrator

2. Employees Supervised: Entire Agency patient care and Quality Assurance staff

RISK EXPOSURE High risk

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions of this position without compromising patient care.

**PHYSICAL DEMANDS WORK ENVIRONMENT**

On-the-job time is spent in the following physical activities. Show This job requires exposure to the following environmental conditions.

the amount of time by checking the appropriate boxes below. Show the amount of time by checking the appropriate boxes below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | None | Up to 1/3 | 1/3 to ½ | 1/3 and more |  |  | None | Up to 1/3 | 1/3 to 1/2 | 2/3 and more |
| Stand |  |  |  | √ |  | Wet, humid conditions (non-weather) | √ |  |  |  |
| Walk |  |  | √ |  |  | Work near moving mechanical parts | √ |  |  |  |
| Sit |  |  | √ |  |  | Fumes or airborne particles | √ |  |  |  |
| Talk or hear |  |  |  | √ |  | Toxic or caustic chemicals | √ |  |  |  |
| Use hands to finger, handle or feel |  |  | √ |  |  | Outdoor weather conditions |  |  | √ |  |
| Push/pull |  | √ |  |  |  | Extreme cold (non-weather) | √ |  |  |  |
| Stoop, kneel, crouch or crawl |  | √ |  |  |  | Extreme heat (non-weather) | √ |  |  |  |
| Reach with hands and arms |  |  | √ |  |  | Risk of electrical shock | √ |  |  |  |
| Taste or smell |  | √ |  |  |  | Work with explosives | √ |  |  |  |
|  |  |  |  |  |  | Risk of radiation | √ |  |  |  |
|  |  |  |  |  |  | Vibration | √ |  |  |  |
| This job requires that weight be lifted or force be exerted. Show how much & how often by checking the appropriate boxes below | | | | |  |  |  |  |  |  |
|  | None | Up to 1/3 | 1/3 to ½ | 2/3 and more |  | The typical noise level for the environment for the work environment is: (Check all that apply) | | | | |
| Up to 10 pounds |  |  |  | √ |  | 🞏 Very Quiet 🞏 Loud Noise 🞏 Quiet  ⮽ Moderate Noise 🞏 Very Loud Noise  Hearing:  ⮽ Ability to hear alarms on equipment  ⮽ Ability to hear patient call  ⮽ Ability to hear instructions from staff | | | | |
| Up to 25 pounds |  |  |  | √ |  |
| Up to 50 pounds |  |  | √ |  |  |
| Up to 100 pounds |  | √ |  |  |  |
| More than 100 pounds |  | √ |  |  |  |

**REPETITIVE MOTION ACTIONS**

* **Number of Hours -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This job has special vision requirements; check all that apply** | **Repetitive use of Foot Control** | 0 | 1-2 | 3-4 | 5-6 | 7+ |
| 🞏 Close vision (clear vision at 20 inches or less) | Right only | **√** |  |  |  |  |
| 🞏 Distance Vision (clear vision at 20 feet or more) | Left only | **√** |  |  |  |  |
| 🞏 Color Vision (ability to identify and distinguish colors) | Both | **√** |  |  |  |  |
| 🞏 Peripheral Vision | **Repetitive use of Hands** |  |  |  |  |  |
| 🞏 Depth Perception | Right only |  |  |  |  |  |
| 🞏 Ability to Adjust Focus | Left only |  |  |  |  |  |
| ⮽ No Special Vision Requirements | Both |  | **√** |  |  |  |
|  | **Grasping: simple/light** |  |  |  |  |  |
| **Special demands not listed:**  **Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position | Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both |  |  | **√** |  |  |
| **Grasping: firm/heavy** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both | **√** |  |  |  |  |
| **Fine Dexterity** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both |  |  |  |  | **√** |

I have read the above job description and fully understand the conditions set forth therein and will perform these duties to the best of my knowledge and ability.

*Signature Date*