

JOB DESCRIPTION

NURSING SUPERVISOR

DEPARTMENT: CLINICAL SERVICES
REPORTS TO: DIRECTOR OF PATIENT CARE SERVICES/
ASSOCIATE DIRECTOR OF PATIENT CARE SERVICES

POSITION SUMMARY:

This position is responsible for management of resources needed to service an identified population of LMVNA patients and to reduce risks to the organization. This includes supervision of assigned clinical nursing staff, Certified Home Health Aides and other clinical staff assigned. This position interacts with patients, caregivers, and their families, physicians, community organizations, and works collectively and collaboratively with LMVNA administrative personnel, Quality Improvement, Education, and Compliance Department to ensure safe, quality care for the patients. The Supervisor ensures high quality patient care in compliance with Title 22, Medicare, The Joint Commission, state licensure regulations, and the organization's policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Promotes and facilitates understanding of the fiscal impact of all clinical practices and documentation. Maintains knowledge of third party reimbursement requirements and regulations.
- Must maintain a positive and professional image and utilize critical thinking skills, demonstrates self directed learning to meet licensing requirements and maintain clinical, OASIS, and management expertise.
- Reviews clinical productivity and quality to maximize effective, efficient care.
- Determines daily staffing needs and ensures adequate staffing is available.
- Oversees patient assignments to ensure quality case management including continuity of care, utilization, productivity, and supplies.
- Required to provide direct patient care when needed.
- Participates in case conferences. Supervises and coordinates the activities of the patient care team to ensure collaboration and coordination of care for the patients.
- Assures that all appropriate notices are provided to the patient or legal representative in a timely manner in compliance with regulations. Including but not limited to: NOMNC and HHABN.
- Participates in orientation of new staff and assignment of clinical preceptors.
- Serves as clinical resource for team members including, but not limited to, responding to clinical questions, obtaining needed orders and/or facilitating interdisciplinary communication to ensure collaborative problem solving.

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ESSENTIAL JOB FUNCTIONS (cont.)

- Supervises and coordinates clinical services. Performs field supervision to ensure physician orders are followed by staff and visit documentation is done appropriately.
- Supervises CHHAs, ensures annual field evaluations are done and productivity is maintained in accordance with agency policy.
- Works in conjunction with Education Department to assure competency in daily clinical practice and documentation.
- Counsels and documents a plan of action which holds staff accountable for the agency's requirements.
- Demonstrates leadership skills that are aligned with the strategic plan in coordination with LMVNA leadership.
- Demonstrates sound effective judgment and strong ability to problem solve. Takes ownership to follow through to resolution.
- Ability to prioritize multiple complex clinical situations in an organized manner to achieve timely resolution.
- Effectively uses interpersonal communication skills for building and developing positive relationships with physicians, patient/caregivers, community agencies, and other external customers to ensure customer satisfaction.
- Expresses ideas well in oral as well as written communication.
- Demonstrates ability to handle sensitive issues and conflict among others and recognizes when to consult with the Associate Director of Patient Care Services/Director of Patient Care Services.
- Actively participates in agency committees and project teams as assigned.
- Performs related duties as assigned.

EDUCATION / PROFESSIONAL REQUIREMENTS:

Registered Nurse with current California RN License and CPR Card

Demonstrates a depth of clinical knowledge and home care

Has at least 2 years of home health experience

Supervisory experience preferred

Demonstrates collaborative attitude and skill in problem solving

Has proficient computer skills

NURSING SUPERVISOR**PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

- Must be able to stand up lift (floor to waist) up to 50 lbs. frequently, level lift up to 24 lbs. frequently and 25-50 lbs. occasionally.
- Must be able to lift and carry up to 10 lbs. 100 feet occasionally, up to 24 lbs. 20 feet occasionally.
- Must be able to lift overhead up to 10 lbs. occasionally.
- Must be able to stand and walk frequently, sit occasionally, bend/stoop/squat/crouch occasionally, climb ladder/step stool/stairs occasionally and kneel/balance and reach above shoulders occasionally, reach below shoulders frequently, twist and turn occasionally.
- Pulls – patient positioning during transfer frequently, draw sheet pull 50 lbs. occasionally. Push – carts, tables and beds up to 40 lbs. occasionally.
- Hands – repetitive motion frequently, fine manipulation frequently, gross manipulation occasionally. Right hand – simple grasp under 50 lbs. frequently, firm grasp over 50 lbs. occasionally. Left hand – simple grasp under 50 lbs. frequently, firm grasp over 50 lbs. occasionally.
- Wrist – up and down motion, side to side motion occasionally.
- Foot pedals (bed locks, lift chairs, etc.) occasionally.
- Speaking/hearing constant (breath sounds, bowel sound, vital signs, etc.)
- Speaking/hearing in person/phone/call system frequently.
- Oral communication, speaking clearly constantly.
- Reading/writing (computer charting, English required) constantly.
- Close eye work/small figures, etc., frequently, color differentiation occasionally.
- Distinguish temperature by touch frequently, by proximity occasionally.

ENVIRONMENTAL REQUIREMENTS (POSSIBLE EXPOSURE TO):

- Blood/body fluids, infectious disease frequently.
- Anti-neoplastic agents occasionally.
- Dust, fumes, gases, sharp objects occasionally.
- Driving auto equipment frequently.
- Abuse language and violent behavior from patients occasionally.

* KEY: Constant 67 – 100% of the time
 Frequently 34 – 66% of the time
 Occasionally 1 – 33% of the time

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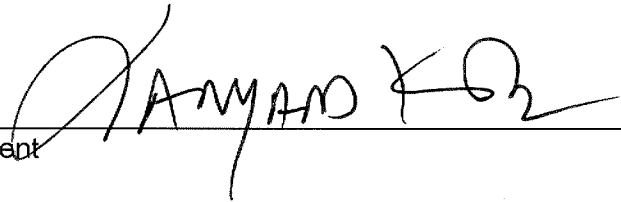
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.

President  Date 8/22/12

Supervisor Date _____

Employee Date _____