

## **POCAHONTAS COUNTY HEALTH DEPARTMENT**

### **CLINICAL MANAGER-REGISTERED NURSE**

#### **PURPOSE OF POSITION:**

Under supervision of Agency Administrator, completes insurance authorizations for all home health patients when need for all admissions and recertifications, oversees all aspects of service delivery, including patient referral, assignments, care plan development, ongoing patient care, and documentation, complete QA activities in office as needed, provide home health and public health nursing services within a prescribed area, performs professional nursing work in the care of clients, and performs related work as required. Collaborates with the Agency Administrator, peers, and office staff to meet clinical, operational, and financial objectives.

**Reports to:** Administrator

**Supervises:** Home Care Nursing Staff, Home Care Aides (as assigned to home care patients),

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Establishes insurance authorizations for all admissions requiring insurance authorizations as well as recertification authorizations. Completes associated paperwork and data input related to insurance authorizations.

Completes QA activities related to patient care, documentation and any other QA needs.

Interact on a day-to-day basis, with homecare clinicians in the field to ensure that services are aligned with plans of care and focused on patient needs.

Establishes, monitors and maintains an effective, efficient referral process between the agency and all referral sources.

Coordinate patient care and assure the patient needs are continually assessed and assure the development, implementation and updates of the individual plan of care.

Communication with all physicians involved in the plan of care and integrating orders from all physicians involved in the plan of care, and assure coordination of all services and interventions provided to the patient.

Develops patient health related goals with patient and family in order to establish rapport, understanding, and expectations of the relationship between the nurse, patient, and family by utilizing communications skills and using assessment data.

Ability to establish and maintain successful working relationships within and outside the agency with physicians, representatives from other agencies, advisory boards, nursing staff,

supervisors, other employees, clients and families, teachers, children, the elderly, and persons with physical or mental disabilities.

Plan the care of patients in order to establish a systematic approach to intervention by verbal and written communication with physician, other resources, self, family, and physician; utilizing community health nursing theory, practices and procedures; utilizing writing skills and following agency policies and procedures.

Implements patient care plan in order to meet mutually established goals by providing technical nursing skills, teaching patient and family proper care and procedures, coordinating with other resources, counseling patient and family, demonstrating self-care techniques, documenting findings and other information, and instructing and assigning the work of home care aides, supervise the home care aide and therapy services.

Evaluates patient response to services established and provided in order to determine if goals have been met, to determine need for change in plan of care, to establish need for new goals, alternatives and prioritization of established goals by reviewing documentation of care providers; personal observation and assessment; feedback by patient, family, and doctor; exchanging information at staff conferences; and by following established agency policies and procedures.

Under the direction of the Agency Administrator, identifies community health needs in order to detect health problems, deficiencies in service, and to promote wellness throughout community. Identifies needs for clinics, group health teachings and other community health services. Assists in planning and developing programs.

Under the direction of the Agency Administrator, participates in agency administration services and evaluates in order to provide quality services and to determine the efficiency, effectiveness, clinical competence adequacy and appropriateness of the agency and its programs.

Under the direction of the Agency Administrator, participates in making patient and personnel assignments.

Assist with the orientation and training of new personnel.

Supervise Home Care Aides at a minimum of 14 days in the patient's home and provide assistance and guidance.

Ability to supervise and direct Home Care Nursing Staff.

Under the direction of the Agency Administrator, coordinates patient care and agency referrals.

Under the direction of the Agency Administrator, assures patients' needs are continually assessed and met and assures development, implementation and updates of the individualized care plan.

Pursues own professional growth to increase knowledge and improve client care by participating in and promoting continuing education.

Demonstrates understanding of Medicare Compliance Plan.

Participates in agency and community emergency preparedness planning, training, drills, and response. Retains emergency preparedness knowledge in order to respond to an emergency in Pocahontas County 24/7.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to apply nursing theory, principles, therapies, and practices.

Knowledge of diseases and health problems and injuries, their causes, characteristics, usual course, recommended treatment, and nursing aspects of their treatment.

Knowledge of regulations regarding blood-borne pathogens and procedures for preventing the spread disease.

Knowledge of the agency's policies and ability to follow them.

Ability to self-direct and make decisions independently with minimal supervision.

Ability to collect, interpret and record relevant data.

Ability to complete required program documentation and case management.

Skill in performing physical assessments and making decisions about patient care.

Ability to formulate nursing diagnosis, objectives, and goals and to evaluate patient progress.

Proficiency in using appropriated therapy and counseling to carry out appropriate treatment and rehabilitation.

Assist with grant writing, grant objectives, budget development and monitor the oversight of the grant's budget.

Ability to make independent decisions with minimal supervision and to work in a fast-paced environment independently, multi-tasking, attention to detail, crisis intervention, problem solving skills and effective time management.

Ability to maintain accurate and thorough documentation and records.

Ability to establish and maintain successful working relationships with physicians, nursing staff, Board of Health members, Board of Supervisors members, other employees, patients, families, and community partners.

Ability to provide assistance and guidance to assigned staff, including Home Care Aides.

Ability to maintain all required licenses, registrations and certifications.

Ability to maintain confidentiality of client information.

Ability to promote public health programs to the community and represent Pocahontas County and perform duties in a polite, courteous, reasonable, tactful, responsible and trustworthy manner.

Attend staff meetings, trainings, and conferences to enhance nursing skills.

Ability to proficiently operate a computer daily for data entry, research, charting, time sheets, and financial information regarding client's services.

Organizational skills and able to adapt to the ever-changing healthcare environment by support technology and process changes.

Ability to safely perform a wide range of physical activity associated with providing nursing and medical care, including walking, standing, bending, stooping, kneeling, reaching (vertically and horizontally), lifting and moving bedridden clients with assistance and using fingers, hands, feet, legs, and torso to provide various care services. Lifting over 50# does generally occur.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Licensure as a registered nurse by the Iowa Board of Nursing Examiners is required.

Bachelors of Science in Nursing (BSN) from an accredited university is preferred.

Two years nursing experience in home care is preferred.

#### **WORKING CONDITIONS:**

Substantial contact with other people, both individually and in group settings. Position requires traveling to patient homes within and out of the county. Occupational hazards are those generally associated with the medical and nursing profession, such as exposure to communicable disease, infectious sores, human wastes, and body fluids. Position may involve exposure to blood borne pathogens, AIDS, hepatitis B, contagious disease, or violence on the part of a small number of clients. Requires exposure to extreme hot and humid and/or cold icy odorous client households, unpleasant social encounters, and environmental infestations.

**NOTE:** This job description in no way states or implies that it includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related duties assigned by their supervisor.

Pocahontas County Health Department is dedicated to equal employment and advancement opportunities without unlawful regard to race, religion, color, sex, age, national origin, disability, or any other characteristics protected by local, state, or federal law.

I HAVE READ THIS POSITION DESCRIPTION AND HAVE HAD MY QUESTIONS ANSWERED. I UNDERSTAND AND ACCEPT THE DUTIES AND RESPONSIBILITIES RELATED TO THIS JOB AND I UNDERSTAND THAT MY EMPLOYEE STATUS IS **NON-EXEMPT** WHICH IS DEFINED IN THE EMPLOYEE HANDBOOK. I ALSO ACKNOWLEDGE THAT I AM PHYSICALLY ABLE TO MEET THE PHYSICAL SKILLS AND WORKING CONDITIONS REQUIRED OF THIS POSITION.

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Employee Signature

Date

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Administrator Signature

Date

**Compensable Factors:**

Decision Making: 5

Supervisory Responsibility: 6

Technology: 4

Education: 4

Contacts: 4

Experience: 4

Physical Skills: 4

Budget Impact: 2

Working Conditions: 4

REVISED: 5/10/2022



## PHYSICAL DEMANDS AND WORK CONDITIONS

PHYSICAL DEMANDS	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit			X	
Stand			X	
Walk			X	
Bend/Stoop			X	
Squat			X	
Crawl		X		
Climb		X		
Reach Above Shoulder Level		X		
Kneel		X		
Balance		X		
Lift, Carry, Push, Pull				
Maximum 10 Lbs.			X	
Maximum 20 Lbs.		X		
Maximum 50 Lbs.		X		
Maximum Over 50 Lbs.		X		
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X

ENVIRONMENTAL CONDITIONS	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside				X
Outside			X	
Exposed to Temperatures of				
32oF and less		X		
100oF and more		X		
Wet & Humid Conditions		X		
Noise, Vibration		X		
Fumes, Dust		X		
Environmental Infestations		X		

HAZARDS, EXPOSURE	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes			X	
Toxic Chemicals			X	
Needles/Body Fluids			X	
Radiation	X			
Chemotherapeutics		X		
Animals/Pet			X	

