

WILLCARE JOB DESCRIPTION
NURSING SUPERVISOR (CERTIFIED)

Title: Nursing Supervisor (Certified)	Department: Clinical Supervision	FLSA Status: Exempt
Reports to: Director of Patient Services	Direct Reports: RN Case Manager(s), Registered Nurse(s), Licensed Practical Nurse(s), Home Health Aide(s)	Revised: January 9, 2009

POSITION SUMMARY:

Assumes responsibility for and is accountable for the 24 hour delivery of care consistent with the philosophy, goals, policies and procedures of the Agency. Utilizes principles of management and the nursing process to achieve optimal care. Primary functions are to supervise, instruct and guide nursing and auxiliary personnel improving high quality nursing services.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Plans, develops, facilitates and evaluates the implementation of multidisciplinary service that consists of skilled nursing, Physical Therapy, Occupational Therapy, SLP, Medical Social Work and Home Health Aide in patient's homes.
2. Provides leadership and professional supervision to multidisciplinary groups, in particular, skilled nursing.
3. Assigns, supervises, guides and instructs professional staff in providing high quality services including accurate documentation and participation in patient case conference meetings based on educational preparedness and clinical competence.
4. Ensures coordination of Agency Nursing services with other services, both internal and external.
5. Determines staffing necessary to accomplish stated objectives.
6. Responsible for recruiting, hiring, directing, supervising and terminating staff
7. Makes recommendations to other disciplines in relation to applicable patient care concepts.
8. Integrates the work efforts and goals of professional staff with other team members.
9. Assists the Director of Patient Services in the development and/or revision of job descriptions, Agency policy and procedures and competency programs.
10. Assists in planning and developing, along with other disciplines, those communication and coordination mechanisms which will further the delivery of health services to patients.
11. Prepares reports as necessary for Administrative purposes.
12. Reviews and evaluates reports and records of the professional staff to ensure clinical compliance.
13. Coordinates accurate and timely submission of all documentation to ensure timely billing.
14. Reviews discrepancies on timecard submissions and gives verification / authorization as justified. Completes this task in appropriate time frame.
15. Plans and implements in-service education programs as needs are identified.
16. Reviews finding of the Clinical Record Review and other committees with professional staff.
17. Holds supervisory patient conferences with staff to discuss revisions of patient care plans or goals.
18. Communicates on a regular basis, both orally and in writing, to professional staff, patients, families, case managers, administrators, physicians and others as appropriate.
19. Performs on-going review of clinical records of new, active and discharged patients.
20. Coordinates the assignments of cases based on educational preparedness and clinical competence. Follow up with professional staff regarding difficult to place cases.
21. Assists with the orienting of new nursing staff
22. Assures Nursing Department participation in Agency committees for the purposes of planning, problem-solving and providing interagency coordination of services.
23. Conducts in-home visits with nurses to direct, demonstrate and evaluate delivery of patient care. Provides direct administrative and clinical supervision

24. Provides formal and informal clinical consultation and professional guidance on Agency policies and procedures through individual case review and team conferences.
25. Serves as a liaison between Agency and contracted providers, and other health and social service agencies.
26. Assists in coordinating for evening, night and weekend nursing coverage.
27. Accepts on-call responsibilities as per on-call schedule.
28. Demonstrates mastery of State regulations and Medicare standards.
29. Participates in PI initiatives and spearheads PI projects as directed by the Director of Patient Services.

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrates a clear understanding of the Mission, Purpose and Philosophy.
2. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Takes initiative and responsibility for decisions as an individual and as a company. Exhibits commitment to personal and companywide goals.
4. Participates in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approaches everything with the passion and desire to meet the highest standards.
5. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strives to deliver lasting value to our patients in the comfort of their home.
6. Strives to help lead the industry through vision, technology, innovation, and customer service. Strives to make a difference in the lives of our employees, patients, and community. Encourages a positive environment and experience for co-workers and patients.
7. Treats employees, patients, and business partners with respect. Fosters teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embraces diversity and demonstrates the ability to work together.
8. Promotes a safe and efficient working environment by adhering to agency policies and procedures.
9. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.
10. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adheres to departmental and agency dress codes as observed by supervisor.
12. Communicates information effectively both verbally and in writing.
13. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.
14. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner
15. Organizes workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. Directly supervises employees and carries out supervisory responsibilities in accordance with the agency's policies and procedures, and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; counsel employees when necessary regarding performance concerns; as well as addressing complaints and resolving problems

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Bachelor's Degree in Nursing or a health or human services field and two years' experience in home care; or the following combination of education, experience and/or training
 - a. four years' experience in home care; and

- b. six credit hours, or the equivalent, of education/training in public health and principles of management.
2. Currently licensed and registered to practice with the State Board of Nursing
3. BLS certification strongly recommended
4. Specific specialty experience may be required for certain populations/areas.

PERSONAL & PHYSICAL REQUIREMENTS:

1. Pass a physical exam upon offer of employment and annually thereafter.
2. Ability to lift up to 20 lbs.
3. Work environment is characteristic of any office setting which involves prolonged periods of sitting and intermittent physical activity such as occasional requirement to stand, walk, reach with arms and hands, and to stoop, bend, kneel, or crouch.
4. Occasional irregularity of hours
5. Ability to travel to various offices / sites / patient homes
6. On Call responsibilities