

## **DIRECTOR OF PATIENT SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This professional administrative nursing position involves responsibility for the administrative, professional and financial operations of the agency. This position has direct responsibility for all personnel under its' administrative jurisdiction in order to assure safe, effective and efficient patient care services. Activities are performed under the general direction of the governing authority of the home health agency. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides sufficient number of public health nurses to insure that every patient receives care by or under the supervision or direction of a public health nurse;

Makes provisions for sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of patient care services;

Determines the number, types of staff and supervision required to meet the agency's responsibilities;

Recruits staff qualified to provide the quality and quantity of services which the agency offers to patients in their place of residence;

Prepares and manages annual budget;

Prepares descriptions for each category of employed or contracted positions to clearly identify the scope of practice, responsibility and accountability of the individual accepting the position;

Develops and recommends personnel policies to include reimbursement scales, hours of work, vacation and sick leave benefits, pre-employment and periodic physical examinations and such other conditions of employment for submission to the governing authority;

Plans orientation of new personnel and provides appropriate in-service education specific to meeting agency responsibilities;

Develops procedures for systematic evaluation of agency program;

Makes provision for periodic evaluation of employee performance;

Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;

Coordinates activities of the physician advisory committee and the professional advisory committee with the governing authority;

Interprets agency services and policies to the general public, other health service providers and the recipients of home health agency services;

Evaluates community public health nursing needs, develops and proposes new programs to meet these needs;

Acts as an advisor or consultant to local, state and federal human service agencies.

Acts for and in place of the Public Health Director in his/her absence.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of current nursing practice and administration, public health programs administration, health economics and legislation; comprehensive knowledge of community organization; working knowledge of research methods; ability to plan, organize and direct the activities of others; ability to interpret existing and proposed health programs as they affect nursing; ability to work cooperatively with others; ability to communicate effectively; ability to perform duties in accordance with ANA Code for Professional Nurses; initiative; tact; good judgment; integrity.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a Master's Degree in Nursing or a field relevant to community health nursing administration from a regionally accredited or New York State registered college or university and four (4) years of satisfactory experience as a community health nurse (see Note 1) in a certified home health agency (see Note 2) or a long term health care program (see Note 3) at least two (2) years of which must have been in a position with responsibility for supervising, instructing and guiding nursing and auxiliary personnel in providing high quality nursing service.
- B. Possession of a Bachelor's Degree in Nursing or a field relevant to community health nursing administration from a regionally accredited or New York State registered college or university and five (5) years of satisfactory experience as a community health nurse (see Note 1) in a certified home health agency (see Note 2) or a long term health care program (see Note 3) at least two (2) years of which must have been in a position with responsibility for supervising, instructing and guiding nursing and auxiliary personnel in providing high quality nursing service.

**Special Requirements for Acceptance of Applications:** Possession of a license or limited permit to practice as a Registered Professional Nurse in the State of New York.

**Note 1:** For purposes of these qualifications a "Community Health Nurse" is defined as one whose primary functions, under qualified nursing supervision, are to plan, provide, direct and evaluate nursing care in a variety of settings and offer instruction and guidance in health practice for individuals and families. Experience in a certified home health agency as a Public Health Nurse prior to March 29, 1979, can be considered equal to that of a community health nurse. Experience in a certified home health agency as a Public Health Nurse on or after March 29, 1989, must be evaluated on a case by case basis, to determine if such experience is equivalent to that of a "Community Health Nurse" as described above.

Note 2: For purpose of these qualifications a "certified home health agency" is defined as a public or voluntary non-profit home care services agency which possesses a valid certificate of approval issued pursuant to the provisions of Article 36 of the Public Health Law, or a public or volunteer non-profit residential health care facility or hospital possessing a valid operating certificate issued under Article 28 of the Public Health Law which is authorized under Article 36 to provide a long term home health care program. Such an agency, facility, or hospital must be qualified to participate as a home health agency under the provisions of Title XVIII of the Social Security Act.

Note 3: For purposes of these qualifications a "long term home health care program" is defined as a coordinated plan of care and services provided at home to invalid, infirm, or disabled persons who would require placement in a hospital or residential health care facility for an extended period of time if such program were unavailable. Such program is provided in the person's home or in the home of a responsible relative or other responsible adult, but not in a private proprietary home for adults, private proprietary convalescent home, residence for adults, or public home.

Note 4: A Director of Patient Services may not be appointed until satisfactory evidence of possession of the above requirements have been presented to and approved by the Regional Community Nursing Service Administrator as authorized by the State Department of Health.

ULSTER COUNTY  
2640 DIR PS  
Classification: Competitive  
NUMGT

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