

# THE SUN HOME HEALTH CARE AT COLUMBUS, INC.

## DIRECTOR OF NURSING

### Position Description

#### Summary

Under the supervision of the Administrator, provides direct supervision to home health staff. Must be 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. Ensures that visits are made in accordance with home health agency policy. Assists with hiring of qualified home care staff. Ensures that policies and procedures are kept current. Occasionally may be required to perform skilled nursing assessments. Hiring and termination Medical staff.

#### Major Duties/Responsibilities

- ▶ Responsible for program operations and planning.
- ▶ Evaluates the program, services and field/clinical communications.
- ▶ Establishes and maintains effective channels of communications.
- ▶ Keep the program personnel up to date with clinical information and practices.
- ▶ Assures adequate and appropriate staffing.
- ▶ Oversees staff development including orientation, in-service education, training and continuing education.
- ▶ Coordinates with other program areas and management as appropriate.
- ▶ Maintains prevalent local issues and trends.
- ▶ Assures that appropriate service policies are developed and implemented.
- ▶ Directs staff in performance of their duties including admission, discharge, and provision of service to client.
- ▶ Ensures that policies and procedures are kept current with changes in home health care agencies.
- ▶ Ensures that treatment plans are signed and returned to SHHC at Columbus, Inc. in a timely manner.
- ▶ Follows up with physicians as needed.
- ▶ Supervises Home Health Care RN Case managers, Home health Aides and other Home Health care providers.
- ▶ Assists with the development of treatment plans.
- ▶ Follows up with RN Case Managers to ensure that care is provided in accordance with the prescribed treatment plan.
- ▶ Ensures that Home health Care staff is current with continuing education.
- ▶ Validates licenses of professional staff.