

**Department: Public Health**

**SPEC DISK A4**

**Classification: Competitive**

**DOCUMENT 22**

**Grade: 12M/C**

**DIRECTOR OF PATIENT SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, organizing, directing, coordinating and evaluating patient care services provided by the certified home health agency or long term home health program through nursing and other staff employed directly or by contract. The Director of Patient Services is responsible for the professional and financial operations of the agency, and has direct responsibility for and supervision of all personnel under the incumbent's administrative jurisdiction in order to assure safe, effective and efficient patient care services. The work is performed under the general direction of the governing authority of the agency. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Provides sufficient number of Public and Community Health Nurses to insure that every patient receives care by or under their supervision or direction;  
Makes provisions for sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of patient care services;  
Determines, recruits and supervises the number and types of staff 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 agency budget;  
Prepares descriptions for each category of employed or contracted positions to clearly outline and identify the scope of practices, 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 periodical 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 programs;  
Makes provisions 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's advisory committee and the professional advisory committee with the governing authority;

Interprets agency services and policies to the general public and other health service providers;

Meets and cooperates with the County Board of Supervisors in carrying out program policies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of current nursing practices 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 the certified home health and/or long term home health care agency; ability to work cooperatively with others; ability to communicate effectively; ability to perform duties in accordance with the ANA Code for Professional Nurses; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** A Baccalaureate Degree in Nursing from an approved program, or from a non-approved program supplemented by content which can be equated to an approved program, and either:

- (a) Two years of experience as a Supervising Community Health Nurse or Supervising Public Health Nurse\* in a certified home health agency or long-term health care program; or
- (b) A combination of education and experience which is deemed equivalent to the experience requirement as specified in (a) by the State Office of Health Systems Management.

\* Experience as a Supervising Public Health Nurse in a certified home health agency prior to March 29, 1979 is acceptable. Experience as a Supervising Public Health Nurse in a certified home health agency after March 29, 1979 may be acceptable as qualifying if approved by the State Office of Health Systems Management.

**SPECIAL REQUIREMENT:**

Candidates must possess a limited permit to practice or licensure and current registration to practice as a Registered Professional Nurse in New York State at the time of appointment.

Amended: 9/24/92