

## **DIRECTOR OF PATIENT SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative nursing position in the Oneida County Department of Public Health, and involves responsibility for planning, organizing, directing, coordinating and evaluating patient care services provided by the certified home health agency, long-term home health program, and early intervention therapy programs in the Oneida County Health Department. In addition, the incumbent is responsible for the professional and financial operations of the programs and has direct responsibility for supervision of all personnel under his/her administrative jurisdiction in order to assure safe, effective and efficient patient care services. The work is performed under the general direction of the Director of Public Health. Does related work as required.

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

Provides sufficient number of staff to ensure that every patient receives care they require;

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

Organizes and conducts certified home health agency quality assurance and professional advisory committee quarterly meetings;

Determines, recruits and supervises the number and types of staff required to meet the home care agency's responsibilities;

Prepares and manages annual agency's home care budget;

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

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 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;

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

Monitors grant programs;

Meets and cooperates with local government representatives in carrying out program policies.

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

Comprehensive knowledge of current nursing practice and 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 nursing programs; ability to work cooperatively with others; ability to communicate effectively; ability to perform duties in accordance with ANA Code for Professional Nurses.

**MINIMUM QUALIFICATIONS:** Candidates must possess a limited permit to practice or licensure and current registration to practice as a Registered Professional Nurse in New York State; **AND**

A Master's Degree in nursing, public health, business administration or another health-related field **AND** two (2) years of home care nursing experience.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.