

Job Description



RN Supervisor

Position Summary:

Assist Director of Patient Care Services (DCPS) with management of all long-term client cases by supervising nursing staff that provide direct care for long-term clients, coordinating client needs and treatment plans, and ensuring quality service and compliance with applicable state, federal, and other regulatory bodies.

Responsibilities include, but are not limited to:

- Conducting all on-site RN visits (or designates competent RN) for long-term clients as required by state and federal regulations.
- Conducting initial visits to open cases, case management visits and patient/family teaching visits as required by state and federal regulations.
- Providing direct patient care when appropriate to assist/train long-term client caregivers.
- Coordinating all client services and treatment plans for long-term clients. Reviewing client files, treatment plans, and goals to assist in planning, recommendation of services, and discharge criteria.
- Using information gathered from parent/guardian, patient's physician, nursing staff, RN Supervisory visits (and other visits if appropriate) to initiate and/or update: Physician Plans of Treatment (Form 485) which includes a 60-day summary, coordination of care, medication profiles, and other documentation as required.
- Notifying attending physician and DPCS of any significant or concerning changes in client's condition.
- Ensuring competent, professional, and safe patient care is provided to long-term clients by providing supervision and guidance to nurses, auditing nursing documentation of patient care and annually evaluating nursing competencies for CNA's, CHHA's, LVN's and RN's.
- Ensuring Care at Home's administrative and clinical policies and procedures are being followed.
- Assisting with annual performance reviews and clinical competencies for long-term care providers.
- Providing on-going communication to DPCS regarding all aspects of client care and services.
- Assisting with other duties as assigned.

The qualifications for this position are as follows:

- Current California RN license in good standing.
- Associates degree in Nursing. Bachelor's degree preferred.

- Knowledge, skills and abilities required to perform this job are typically acquired through a minimum of two years within the last five years of progressively responsible experience in nursing in a home health agency, primary care clinic, or health facility.
- A minimum of one (1) year of prior home health experience.
- Sufficient background knowledge and expertise in clinical decision-making to meet the needs and contribute to quality management reviews and evaluation of the client population as assigned.
- Knowledge of federal, state and other appropriate regulatory agencies.
- Demonstrated skills in diplomacy.
- Excellent human resource, motivational and participatory management skills.
- Excellent written and verbal communication skills.
- Knowledge of professional conduct, record keeping, clinical documentation, and body mechanics.
- Must possess the ability to prioritize and multi-task in a fast-paced, high volume work environment.
- Must possess a valid driver's license and auto insurance with a satisfactory driving record for the past three (3) years.
- CPR/First Aid (BCLS) certification and ability to meet health requirements as per company policy required.
- Must be willing to submit to a background check.
- Proficient in Windows/Microsoft Office.

The working conditions for this position are as follows:

- **Physical Demands:** While performing the duties of this position, the employee is regularly required to use hands to perform intricate, dexterous procedures. The employee is required to talk and hear. The employee is required to stand, walk, sit, reach with the hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and / or move / shift up to 80 pounds using assistive devices when appropriate. Specific vision abilities required include: close, distance, color and depth perception. The physical demands described here are representative of those essential functions.
- **Work Environment:** While performing the duties of this job, the employee is exposed to outside weather conditions and various home environments that may be unpredictable. Work is primarily conducted in various home environments. The noise level is usually moderate.
- **Potential Occupational Exposure:** Duties may have the potential for exposure to blood or other potentially infectious material and are determined to have a reasonably anticipated risk of exposure to blood borne pathogens. The procedures and precautions for this exposure is acknowledged and detailed in the company's Exposure Control Plan. In addition, the work environment involves some exposures to hazards or physical risks, which require following basic safety precautions.

Reports to: Director of Patient Care Services
Department: Nursing
Status: Part-time, days, evenings and weekends
Last Revision Date: 05/21/2012