Essential Job Functions

* Coordinates and oversees all direct patient services provided by organization personnel
	+ Assures the safe delivery of clinical services provided through the organization
	+ Develops, recommends, and administers organization policies and procedures
	+ Provides guidance and counseling to nurse case managers and the clinical team members related to care delivery
	+ Provides help in assessment, planning, implementation and evaluation of patient and family/caregiver care including implementation of Performance Improvement Projects
	+ Promotes hospice referrals in the healthcare community
	+ In the absence of the Executive Director, will become the acting Executive Director for the purposes of Medicare survey
* Personnel Management
	+ Assists team members to develop skills
	+ Hires, evaluates, and terminates clinical team personnel
	+ Conducts annual evaluations of clinicians
	+ Develops, implements, and evaluates the orientation program for new clinical personnel
	+ Responsible for orientation of new clinical personnel, directly or delegated
	+ Plans and oversees in-service and continuing education programs to meet education and training needs of organization personnel
* Operations
	+ Interprets operational indicators to detect increases or decreases in volume that could impact staffing levels, revenues, or expenses.
	+ Oversees the maintenance of patient clinical records, statistics, reports and records for purposes of evaluation and reporting to the quality committee
	+ Assures proper maintenance of clinical records in compliance with local, state, and federal laws
	+ Responsible for the maintenance of adequate and appropriate inventory of supplies and equipment for the provision of patient care
* Quality and Compliance
	+ Assists the Executive Director in preparation for Medicare survey
	+ Assures compliance with all related local, state and federal laws, including certification
	+ Maintains compliance with all Medicare Hospice requirements
* Other Duties as assigned by the Executive Director