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