

DIRECTOR OF PATIENT SERVICES

LOCATION: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: 12/75; 5/84; Revised 4/82, 6/97 & 9/01, **ABOLISHED 08/11/14 Reso 190-14** Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This professional administrative nursing position involves responsibility for the administrative and professional operations of the agency. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient patient care services. Activities are performed under the general direction of the Director of Public Health. Acts in the absence of the Director of Public Health. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides sufficient number of public health nurses to insure that every patient receives care by or under the supervision or direction of a public health nurse;
- Makes provisions for sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of patient care services;
- Determines the number, types of staff and supervision 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;
- Plans, initiates and directs the nursing program;
- Coordinates the activities of various community organizations interested in furthering community health programs;
- Plans orientation of new personnel and provides appropriate in-service education specific to meeting agency responsibilities;
- Develops procedures for systematic evaluation of agency program;
- 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;
- Coordinates activities of the physician advisory committee and the professional advisory committee with the governing authority;
- Interprets agency services and policies to the general public, other health service providers and the recipients of home health agency services.
- Assists superiors in the preparation of budget information, collection of data, and compiling of statistics;
- Performs the duties of the Director in his absence.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of current nursing practice 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 nursing; ability to work cooperatively with others; ability to communicate effectively; ability to perform duties in accordance with 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 full-time paid experience or its part-time equivalent as a supervising Community Health Nurse or supervising Public Health Nurse (See Note Below) in a certified home health agency or long-term health care program;
OR
- b) Four years of full-time paid experience or its part-time equivalent in Community Health, Public Health or Preventive Health in a Federal, State or Local Health Agency or in a Diagnostic Treatment Center, Subchapter C Non-Occupant Program, HMO, Home Health Agency, LTHHCP, Hospice or Respite Care Program, two years of which must have involved supervisory or administrative experience; **OR**
- c) A Master's Degree in Nursing, Health Education, Community Health, Public Health or Public Administration and three years of full-time paid experience or its part-time equivalent as described in (b) above; two years of which must have involved supervisory or administrative experience.

NOTE: In subdivision (a), experience as Supervising 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 accepted as qualifying.

SPECIAL REQUIREMENTS: Eligibility for a New York State Registered Professional Nurse's license at time of application. Possession of license and current registration at time of appointment.