

# V&IOVIS<sup>SM</sup>

## JOB DESCRIPTION FORM

<b>Job Title:</b> Home Health Team Lead	<b>Reports to:</b> Home Health Supervisor
<b>Department:</b> Home Health	<b>Location:</b> Annex

### **Job Summary:**

The purpose of this position is to provide skilled nursing care on an intermittent basis to patients in their home and to coordinate all services provided to the patient both by this agency and outside referral sources. This position reports directly to the Home Health Supervisor and responsible for providing direct clinical supervision and responsible for the day-to-day operations of the home health and hospice programs.

### **I. Essential Duties and Responsibilities:**

1. Clinical Functions
  - 1.1. Complies with FHP policies and procedures
  - 1.2. Provides skilled nursing services in accordance with the orders of a physician and under a plan of care in a patient's home.
  - 1.3. Makes the initial evaluation visit and records the health needs of the patient.
  - 1.4. Initiates Plan of Care, revised as necessary.
  - 1.5. Formulates a nursing care plan based on the patient's nursing diagnosis
  - 1.6. Evaluates the effects of the care given and regularly reevaluates the patient's nursing needs
  - 1.7. Performs OASIS assessment for Home Care and utilizes LCD's to determine Hospice eligibility.
  - 1.8. Provides those services requiring substantial specialized nursing skill based on the physician's orders and the nursing diagnosis. Examples of such services include, but not limited to:
    - 1.8.1. Physical assessment
    - 1.8.2. Patient and family teaching
    - 1.8.3. Urinary catheter insertion and care
    - 1.8.4. Venipuncture and administration of IV fluids or medications
    - 1.8.5. Dressing changes, sterile and non-sterile
    - 1.8.6. Pain management
  - 1.9. Initiates appropriate preventative and rehabilitative nursing procedures
  - 1.10. Counsels the patient and his/her family in meeting nursing, emotional and spiritual needs
  - 1.11. Acts as coordinator of the health care team in order to maintain the proper linkages with continuum of care
  - 1.12. Provides summary reports to the patient's physician about the patient under care when the patient's condition changes or there are deviations from the plan of care or at least every 60 days.
  - 1.13. Makes referral(s) to other agencies or services
  - 1.14. Prepares clinical and progress notes on the relevant and specialized nursing services he/she provides.
  - 1.15. Reviews skilled nursing notes and HHA notes in the Alora system.

- 1.16. Participates in Clinical Record Reviews.
- 1.17. Participates in in-service programs and staff meetings
- 1.18. Coordinates the care of all patients in his/her load
- 1.19. Directs the activities of the licensed practical nurse
- 1.20. Makes the home health aide assignment, prepares written instructions for the aide and supervises the aide in the home.
- 1.21. Attends interdisciplinary team conferences weekly
- 1.22. Participates in on-call services for weekends, holidays, and evenings on a rotating basis at an additional on-call rate.
- 2. General Management
  - 2.1. Planning
    - 2.1.1. Develops plans and programs for Clinical Support Team of Home Health Administration and ensures that goals and objectives of the team are properly defined and clearly established.
    - 2.1.2. Develops policies, guidelines, and implementing procedures and ensures consistent company-wide implementation.
  - 2.2. Organizing
    - 2.2.1. Delineates, defines, and streamlines its various functional activities, thereby ensure its effectiveness in maximizing the utilization of both asset and people resources.
  - 2.3. Leading
    - 2.3.1. Performs selection and staffing functions such as:
      - 2.3.1.1. In collaboration with Human Resources Department, conducts in-depth assessment interviews to determine the technical and behavioral competencies of the candidate to ensure that the best from among the qualified candidates are being hired in the company.
      - 2.3.1.2. Adheres to, and implements the philosophy of “hiring the best fit” and ensures that prospective employees’ personal values are aligned with the company’s corporate values.
    - 2.3.2. Conducts regular and periodic meetings with the team, to ensure the following:
      - 2.3.2.1. Implementation of all Clinical Support Team plans, programs, and projects are strictly adhering to prescribed deadlines and schedules.
      - 2.3.2.2. All communications and relevant information pertaining to the team are cascaded to the proper channels within the team in particular, and the organization in general.
    - 2.3.3. Conducts and implements “Performance Improvement Program”, through the following:
      - 2.3.3.1. Performance coaching for the staff who failed to perform and deliver the prescribed and committed level of performance output and standards.
      - 2.3.3.2. Performance counseling staff with behavioral/attitudinal problems. Implements the necessary guidelines on discipline management for erring employees, in accordance with company policies, rules and regulations, due process, and government regulations.
      - 2.3.3.3. Performance mentoring for high potential staff, capable of assuming bigger responsibilities in the future.
      - 2.3.3.4.

<b>II. Experience &amp; Specifications:</b>
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- 1. Graduate of Bachelor's Degree in Nursing; License is required.
- 2. Minimum of 3 years experience in home health management. Must have proven track record in providing direct clinical supervision to the entire palliative care and home health staff, as well as in supervising day-to-day operations of the home health and hospice programs which includes staffing, education of staff, complaints and concerns, infection control, quality improvement, adherence with policy and regulatory guidelines and documentation requirements.

3. Strong supervisory competencies in the areas of leadership and team development, coaching and mentoring and situational assessment skills and with proven track record in building and developing high performing teams.
4. A change agent and capable of guiding the team in initiating various change management initiatives with the view of leading and guiding the organization towards the future.
5. Strong supervisory acumen in setting team directions and aligning team goals around business plans.
6. Supervisor judgment, negotiation and decision-making skills.
7. Strong ethics and a high level of personal and professional integrity.
8. Strong analytical skills and adept in interpreting strategic vision into an operational and tactical model.
9. An effective communicator with strong oral, written and persuasive skills and capability to deal with people at all levels in the organization.
10. Knowledgeable of federal and state laws and requirements relating to healthcare management.
11. Computer literate and very highly proficient in using MS office programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is frequently required to sit for extended hours, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit for long hours, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.