

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF CLINICAL SERVICES **GRADE:** 22

TITLE ABBREVIATION: DIR OF CLIN SERVICES **TITLE NO:** 6328

JURIS. CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES

NATURE OF THE WORK: The Director of Clinical Services is responsible for planning, directing and monitoring clinical services provided to residents and employees of the Residential Health Care Facility. The work also includes the coordination of medical transportation, resident clinics and the infection control and employee health programs. Position serves as Administrator on Call.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class in the competitive class of the classified service. The Director of Clinical Services directs a small staff of nursing and clerical personnel in the provision of medical transportation and the employee health program. The work is performed under the general direction of the Administrator of Residential Health Care Services. The Director of Clinical Services has leeway to exercise independent judgment in carrying out the day-to-day duties of the position.

TYPICAL DUTIES AND TASKS:

Provides administrative oversight of the Infection Control Program:

- monitors number and type of infections and residents taking antibiotics;
- collects data and prepares required reports;
- responsible for response to State audits regarding infection control and plans for corrections of deficits;
- develops curriculum and trains staff on matters pertaining to infection control;
- serves as member of Quality Assurance Committee to ensure infection control issues are handled in accordance with policies and procedures;
- contacts NYS and County Departments of Health to report cases of infection;
- interprets CDC and DOH mandates and guidelines and develops program policies and procedures in accordance with same.

- Continued -

Plans, organizes, directs, coordinates and supervises all administrative aspects of Clinical Services and Medical Transportation:

- oversees all clinics for residents, i.e., audiology, cardiology/pacemaker, gastroenterology, dermatology, dental, ophthalmologic, optometric, psychiatric, neurology, nephrology and podiatry;
- ensures staff is available to accompany residents to medical appointments outside the Facility;
- reviews cost-effectiveness of outside medical transportation services;
- coordinates employee health services including immunizations, annual physicals, and employee health education curriculum.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of infection control practices; good knowledge of nursing theory and techniques; good knowledge of long term care facility organization, policies and procedures; good knowledge of sub-acute services; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships; ability to maintain accurate records; ability to plan and direct the work of others; sound professional judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Nursing Administration and three (3) years of experience in a long-term care facility; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in nursing and five (5) years of experience in professional nursing activities in a long-term facility; OR
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in nursing and seven (7) years of experience in professional nursing activities in a long-term facility.

SPECIAL REQUIREMENT: Must possess and maintain current New York State Registered Professional Nurse registration.