

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF PATIENT SERVICES **GRADE:** 25

TITLE ABBREVIATION: DIR PATIENT SERV **TITLE NO.:** 6355

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

DEPARTMENT: HEALTH

NATURE OF THE WORK: This position is responsible for the management and supervision of the Division of Public Health Nursing in the Department of Health. The Director plans, organizes, implements and evaluates the delivery of patient care services provided by professional nursing personnel located in different geographical locations of the County. The Director performs administrative duties in conjunction with patient care services to ensure continuity of services.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class in the competitive classified service. The position is the head of the Division of Public Health Nursing in the Department of Health. General responsibilities require the independent application of administrative, managerial, and professional nursing skills in the accomplishment of agency goals and objectives. Duties are performed under the general supervision of the Commissioner of Health. Work is performed with wide leeway for the independent judgment in carrying out the assigned duties. Supervision is exercised over a large staff of professional nursing, and technical and clerical personnel.

TYPICAL DUTIES AND TASKS:

Plans, organizes, implements and evaluates patient care services delivered in public health clinics and in the Certified Home Health Agency:

- assesses health needs of the community and plans interventions to protect status, promote health and prevent disease and disability;
- provides overall management of several area offices and Women, Infant, Children (WIC) clinics;
- recruits, manages, trains and evaluates supervisory professional and support staff;
- Provides for continuing nursing education and staff development;

- coordinates services with other community agencies (e.g. Social Services, hospitals, homemaker agencies) by developing agreements and contracts to augment agency services and prevent duplication;
- provides for the collection of descriptive statistical information on activities for planning and evaluation and prepares statistical reports as required;
- organizes and meets with mandated utilization review, survey teams, medical and professional advisory committees to review agency operations;
- establishes policy and develop procedures for provision of professional nursing services in consultation with Commissioner;
- is available after hours to support senior staff as necessary.

Develops and prepares division budget and related cost studies:

- prepares annual budget for Nursing Division and programs related to patient services;
- produces annual cost study for Home Health Agency services;
- initiates agreements with third party payers for reimbursement for agency services.

Performs activities relative to communicable disease surveillance and Control:

- reviews reports of communicable disease daily and reports disease incidence to the Commissioner of Health;
- issues, in consultation with the Commissioner, press releases for the purpose of informing the public regarding outbreaks of communicable disease;
- maintains liaison with health care providers to coordinate activities in the event of any threat;
- manages the mandatory immunization of groups exposed to outbreaks of communicable disease;

- responds to inquires by hospital physicians, infection control nurses, and institutions regarding communicable disease problems and advises standard policies and procedures for control;
- interacts with regional and New York State communicable disease staff;
- plans, organizes and implements community immunization clinics for all age groups;
- advises school administrators concerning infectious disease in school setting.

Participates in health planning and provides for community participation:

- participates in policy development to protect the health of the community;
- serves on various advisory committees and community task forces.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principal practices and procedures used in public health nursing; thorough knowledge of the patient care services provided by the County Health Department; thorough knowledge of principles and practices of supervision; thorough knowledge of principles, practices and application of modern management techniques; good knowledge of investigative procedures as applied to identification of communicable disease; good knowledge of practices and procedures used in health planning; ability to plan, direct and supervise a large staff of nursing personnel; ability to analyze data and prepare reports; ability to present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective relationships with others; ability to apply good professional nursing judgment to public health patient care problems; tact; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: 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, Public Health, Public Administration or related field and two (2) years experience in a supervisory capacity.

SPECIAL REQUIREMENTS: Possession of a current New York State registered professional nurses' registration.

REVISED: June 28, 1989

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REVISED: 7/3/04 ms

REVISED: 7/28/05 ms

REVISED: 6/13/08 lc