

York County Community Action Corp.

Nasson Health Care

Nursing Director

Job Description

REPORTS TO: Director of Health Services

STATUS: Exempt; Full-Time

PAY GRADE: 9

PURPOSE:

The Nursing Director works collaboratively with a team of health care and administrative professionals to provide comprehensive primary care to patients while utilizing the Patient-Centered Medical Home model of care delivery. The Nursing Director's primary role is to oversee YCCAC/Nasson's clinical support services, including primary care support, care management, and community health work. As such, the position provides advice and counsel to the Director of Health Services regarding a broad range of clinical, clinical policy, programmatic and strategic issues required to achieve the short and long-term strategies and objectives of YCCAC/Nasson. The position also serves as the chair of the Patient Safety and Risk Management Committee, participates in quality improvement, clinical integration and compliance efforts, and as a key member of the health center leadership team, contributes to setting YCCAC/Nasson's strategic direction.

RESPONSIBILITIES:

1. Collaborates with members of the practice team to identify and manage the care of patients with high-risk and complex conditions utilizing established care management criteria.
2. Provides oversight and direction to the team of medical assistants who support the delivery of primary care services.
3. Provides oversight and direction to care management efforts and assures that claims and reports are accurate and that they are submitted in a timely manner.
4. Coordinates primary care service delivery for patients with opioid use disorder and other specific diagnoses whose ongoing care is routinely co-managed by providers in more than one clinical discipline.
5. Chairs the Patient Safety and Risk Management Committee.
6. Engages population health strategies to identify and address health needs among various segments of the primary care patient population.
7. Researches and develops a community health worker program that will provide clinical support and outreach to patients primarily in off-site settings.
8. Participates in regular team meetings, peer review activities, departmental and organizational committees, as applicable.
9. Fully embraces and carries out all applicable NCQA Patient Centered Medical Home standards and Federally Qualified Health Center program requirements.
10. Sets goals, uses data and narrative to measure progress and continually strives to improve performance; actively participates in quality improvement efforts at the department, health center and agency level.
11. Demonstrates the ability to prioritize and perform multiple functions.

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12. Coordinates with the clinical information specialist to assure that medical charting takes place in a standardized manner; makes optimal use of the electronic medical record system; assures clear communication with other providers serving the same patient, accurate submission of diagnostic and procedural information for billing and reporting purposes and consistent capture of structured data to support panel management and quality assurance efforts.
13. Maintains licensure and participates in continuing educational activities sufficient to maintain required breadth of knowledge regarding the current standard of practice for nursing.
14. Complies with all applicable federal, state, local and YCCAC/Nasson statutes, regulations, rules, protocols and procedures governing the practice of medicine and the clinical provision of primary care services, personnel issues, work place safety, public health and confidentiality.
15. Serves as a resource for consultation and referral for all physicians, mid-level providers, behavioral health and dental and nursing staff.
16. Collaborates in the development and periodic review of written clinical guidelines and protocols for the functioning of the health center and responsibilities of clinical support staff.
17. Consults and participates in the training of health center staff.
18. Provides formal orientation to new staff.
19. Actively participates in YCCAC/Nasson's Clinical Integration, QI/QA and Patient Safety/Risk Management Committees and Administrative Council.
20. Participates in all staff, management and board of director meetings as requested or necessary.
21. Promotes provider support for all program initiatives, including:
 - a. NCQA Patient Centered Medical Home recognition
 - b. Meaningful Use of YCCAC/Nasson's health information systems
 - c. Integration of medical, behavioral health and dental care.
22. Participates in planning and testing health information system upgrades.
23. Assures consistency of organizational mission with the demonstrated public health and medical needs of the community.
24. Performs other duties as assigned, or as necessary to fulfill the position.

QUALIFICATIONS:

1. Master's degree in nursing, health care management or related field from an accredited postsecondary school in the U.S.
2. Maine Registered Nurse license.
3. Minimum of three years' supervisory experience in a health care delivery setting.
4. Proficiency in the use of at least one Meaningful Use-certified electronic medical record system and basic Microsoft applications.
5. Ability to apply critical thinking skills in performing patient assessment and care.
6. Demonstrated respect for cultural diversity in serving patients and families and in collaborating with other members of the practice team.

7. Working knowledge of the core concepts of:
 - a. Evidence-based practice
 - b. Social and behavioral determinants of health
 - c. Population-based care
 - d. Integration of medical, behavioral health and dental care
 - e. Meaningful Use of health information technology
8. Willingness to work some non-traditional hours, e.g. evenings and weekends, and coordinate time off with other program staff.
9. Ability to travel between YCCAC/Nasson' clinical sites.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	F	Sitting	F	N (Not applicable)
Carrying	O	Standing	F	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	F	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	20 lbs. or less	O	
Kneeling	O	<u>Push/Pull</u>		
Reaching	F	12 lbs. or less	O	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Nursing Director and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign, a four (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____

Date: _____

