

VNA Northwest, Inc.

POSITION TITLE: Hospice Program Director

GENERAL STATEMENT OF DUTIES:

Responsible for planning, staffing, directing and implementing the Hospice Home Care Program.

QUALIFICATIONS:

- (1) A master's degree from a program approved by the National League for Nursing or the Public Health Association with a minimum of one (1) year full-time clinical experience in a home health agency or related community health program which included care of the sick at home; or
- (2) A baccalaureate degree in nursing and a minimum of three (3) years of full-time clinical nursing experience, at least one (1) of which was in a home health agency or community health program which included care of the sick at home; or
- (3) A registered nurse who has been continuously employed in the position of supervisor of clinical services in a home health agency in this state since January 1, 1979; or
- (4) A diploma in nursing or an associates degree in nursing and
 - (A) A minimum of three (3) years of full-time or full time equivalent clinical experience in nursing within the past five (5) years, at least one of which was in a home health agency or community health program which included care of the sick at home; and
 - (B) Evidence of certification by the American Nurse's Association as a community health nurse or completion of at least six (6) credits received within two (2) years in community health nursing theory or six (6) credits in health care management from an accredited college or university program or school of nursing; or
- (5) Graduate of a Master's Degree Program in Social Work accredited by the Council on Social Work Education. A minimum of three (3) years of full-time social work experience (with an emphasis on Hospice and/or oncology social work preferred) and at least one (1) year of supervisory or administrative experience in a hospice or home health care agency.

One (1) year of program development experience in a home health agency or related health field preferred.

POSITION PHYSICAL DEMANDS:

Driving or riding in a motor vehicle. Standing, sitting, walking with lifting while in the office environment. Lifting up to 50lbs. unassisted and up to 325 lbs. utilizing an assistive device.

WORKING ENVIRONMENT:

Office environment, home environments. Potential travel in inclement weather.

COMPETENCY/SKILL REQUIREMENTS:

Competent in the provision of nursing care or social work services. Excellent verbal and written skills. Knowledge of Hospice home care programs and services. Knowledgeable in Medicare, Oasis and other regulatory and credentialing criteria and standards including State and Federal regulations.

REPORTS TO: Executive Director

POSITIONS SUPERVISED: Hospice Volunteer Coordinator

BASIC PURPOSE OF POSITION:

Provides leadership and direction to Hospice staff (professional, paraprofessional and volunteer). Collaborates and works closely with the Hospice Interdisciplinary Team.

In addition, the position involves the following:

- ❖ Knowledge of current trends in Hospice home care.
- ❖ Knowledge of National Hospice Organization Standards.
- ❖ Works with Clinical Managers as indicated in waiver from the state regulations adopted pursuant to chapter 368v of the general statutes.
- ❖ Coordinates all aspects of the Hospice Program, including home care, inpatient care, volunteer and bereavement components.
- ❖ Implements the Hospice Program, clinical policies, procedures and standards which insure the provision of safe therapeutic Hospice services to patients and their families.
- ❖ Coordinates Hospices Services in the inpatient setting with the Inpatient Hospice Coordinator.
- ❖ Coordinates the Hospice Volunteer Program with Hospice Volunteer Coordinator.
- ❖ Plans and provides in-service programs and training for staff on Hospice related issues.
- ❖ Represents and promotes the Agency's Hospice program at meetings, public speaking engagements, inter-*agency conferences, and with referral sources.
- ❖ Makes appropriate budgetary recommendations for the Hospice program's future needs.
- ❖ Collects and interprets statistical information related to the Hospice program.
- ❖ Participates in on-going quality assurance activities pertaining to Hospice.
- ❖ Participates in community activities and serves on committees as it relates to the Hospice Program.
- ❖ Keeps abreast of legislative and regulatory changes pertaining to the delivery of Hospice care.
- ❖ Assumes responsibility for own professional development by attending seminars, conferences and in-services.

ASPECTS OF PERFORMANCE:

Problem solving ability.

Maintains confidentiality according to agency policy and HIPPA standards.

Demonstrates skill in interpersonal communications.

Performs other assignments consistent with the agency's goals, objectives and programs.

Demonstrates coordination and organizational skills.

Works independently.

Works well with others, including professionals, paraprofessionals and volunteers.

Adherence to Agency Corporate Compliance Program.

I _____, acknowledge receipt and understanding of this job description. I realize that this reflects a general list of responsibilities of the position as well as a general description of the working environment and physical demands.

Signature _____ Date _____

Approved: 5/19/98 Personnel Committee

11/99 Corp. Compl. 8/98mc 5/26/98 Board of Directors

12/99 Updated

Approved Personnel 01/19/00 Approved BOD 01/25/00