

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS
JOB DESCRIPTION**

Job Title: Director of Nursing
Reports To: Chief Executive Officer
FLSA Status: Exempt
Classified As: Administrative
Effective Date: 6/7/05
Revision/Review Date: 12/05/18

SUMMARY:

This position provides supervision and assumes administrative responsibility for an integrated medical services program; monitors and coordinates the delivery of medical services in accordance with Northpointe/MDHHS guidelines; assists in the development of program improvements and provides consultation, education and training to agency staff or community partners. Provides community based clinical services to individuals aged 60+ years with intellectual/developmental disabilities and/or serious mental illnesses; facilitates planning and implementation of services specific to this population (i.e., OBRA).

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisors.

QUALIFICATIONS:

All providers must meet qualifications set in the Michigan Medicaid Provider Manual, including: must be at least 18 years of age; able to prevent transmission of communicable disease; able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed; and in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, or an illegal alien). Licensed professionals must act within the scope of practice defined by their licenses and follow ethical codes of conduct as defined by applicable bodies in their field of practice (i.e. American Nurses Association Code of Ethics).

This position will be knowledgeable and actively support: 1) culturally competent, recovery-based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture of safety to aid individuals in their recovery process. To support this, lived experiences with behavioral health issues is desired.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, CERTIFICATES and/or EXPERIENCE:

1. Graduate of an accredited school of Nursing.
2. Licensed in the State of Michigan as a registered nurse.
3. Bachelor degree in the science of nursing (BSN) with at least 5 years of same experience preferred.
4. Prefer certification as a psychiatric and mental health nurse.
5. Organization, leadership skills.
6. Budgetary experience.
7. Must have a valid driver's license.
8. Must meet the qualifications of QIDP, CMHP, and QMHP.

LANGUAGE SKILLS:

1. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
3. Ability to write reports, business correspondence, and procedures manuals.
4. Ability to effectively present information and respond to questions from groups of managers, individuals, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

1. Ability to work with mathematical concepts such as probability and statistical inference.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

1. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
2. Ability to deal with nonverbal symbolism (body language, facial expression, affect, etc.,) in its most difficult phases.

OTHER SKILLS AND ABILITIES:

1. Knowledge of the basic sciences underlying mental health practice in a community setting and ability to apply these principles to clinical practice.
2. Computer knowledge to include at a minimum: Word processing and spreadsheet applications.
3. Participation in training and education as necessary to maintain current competency(s)
4. Ability to deal with a variety of abstract and concrete variables.
5. Knowledge and experience working with the nursing home population and general guidelines delineated by MDHHS for nursing home residents.
6. Must be able to interact with geriatric population and utilize flexible assessment skills to interact with specialized geriatric needs.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Required to stand, sit and walk.
2. Required to use hands and fingers to handle or feel objects, tools or controls.
3. Required to reach with arms and hands.
4. Required to talk or hear.
5. Required to occasionally lift up to 25 pounds.
6. Required to have visual abilities of close, distance and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Occasional work in outside weather conditions.
2. Occasional exposure to fumes or airborne particles and toxic or caustic chemicals.
3. Regular exposure to blood-borne pathogens, second hand smoke, and occasional unsanitary environments.
4. The noise level in the work environment is moderate.

CONFIDENTIALITY:

The effectiveness of NBHS and its services is dependent upon confidential relationships with people. It is the policy of NBHS that all service recipient related information shall be kept confidential according to Section 748

of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, service recipients or information contained in agency files, emails and records except to other employees who may need such information in connection with their duties.

REQUIRED TRAININGS:

The following Northpointe trainings are required for this position:

1. Adult CPR Required within 3 months of hire. Reviews every 2 years.
2. Child and Infant CPR Required within 3 months of hire. Reviews every 2 years.
3. Children’s Training 24 hours of training required annually.
4. Clinical Documentation Required within 30 days of hire. Reviews as necessary.
5. Corporate Compliance & Ethics Required within 30 days of hire. Annual reviews are required.
6. Customer Service I Required within 30 days of hire. Reviews as necessary.
7. Diversity Required within 30 days of hire. Annual reviews are required.
8. Driver Safety Required before driving an agency vehicle. Reviews as necessary.
9. Drug Free Workplace Required within 30 days of hire. Reviews as necessary.
10. Harassment Required within 30 days of hire. Reviews as necessary.
11. Health and Medications Required within 3 months of hire. Reviews as necessary.
12. HIPAA Required within 30 days of hire. Annual reviews are required.
13. Infection Control Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required.
14. Medicare Parts C&D: Combatting Fraud, Waste & Abuse Required within 30 days of hire. Annual reviews are required.
15. Medicare Parts C&D: General Compliance Required within 30 days of hire. Annual reviews are required.
16. Nonviolent Intervention Required within 3 months of hire. Annual reviews are required.
17. NorthCare Network Medicaid Basics Required within 30 days of hire. Reviews as necessary
18. NorthCare Network Org. & Comp. Required within 30 days of hire. Reviews as necessary.
19. NorthCare Plan for Difficult Times/Advance Directives Required within 30 days of hire. Annual reviews are required.
20. Organizational Determinations Appeals Grievance/MI Health Link Required within 30 days of hire. Annual reviews are required.
21. Person Centered Planning/LEP Required within 30 days of hire. Annual reviews are required.
22. Recipient Rights Required within 30 days of hire. Annual reviews are required.
23. Safety Required within 30 days of hire. Annual reviews are required.
24. Trauma Informed Care Level 1&3 Required within 30 days of hire. Annual reviews are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversees health and nursing services at Northpointe. Provides clinical supervision oversight and monitor provision of medical services to ensure adequate coverage to meet individual demand (i.e., coordinates nursing and practitioner schedules). Demonstrates the ability to effectively manage, problem-solve, coordinate and prioritize tasks. Networks and collaborates with other community partners to promote coordination and delivery of service at the local and regional level. Develops and supervises health integration projects across the Northpointe tri-county area. Serves as Northpointe’s Infection Control Officer.

When functioning as a direct care nurse demonstrates the ability to follow medical orders, provide nursing services, i.e., medication monitoring, assessments, planning, implementation evaluation of individuals at risk or those experiencing psychiatric/physical symptoms and to document per NBHS standards.

Assists as a backup to Northpointe’s Emergency Services Manager in the areas of authorizing inpatient stays, providing care management to individuals in placements outside NBHS catchment area, coordinating discharge plans, maintaining records of inpatient stays and diversions, serving as liaison for public and private psychiatric facilities, and assisting with BOFR/COFR cases.

Manages the administration of the OBRA Level II Comprehensive Assessments (PASARR) and monthly billings per MDHHS guidelines in collaboration with tri-county nursing homes, hospitals and residential services. Carries out program assignments in accordance with OBRA guidelines. Responsibilities include: planning, assigning/ directing work, case consultation, addressing complaints and resolving problems.

Supervises staff and contracts. Is responsible for the overall orientation, training, direction, coordination, supervision and evaluation of staff assigned to them. Directs work, assigns tasks, appraises performance and addresses/resolves complaints/problems. Ability to communicate effectively and professionally during discussions of personnel related matters, including corrective action, problem resolution, and employment termination meetings. Ensures programs, program implementation, and service provision within applicable areas occurs as identified in the Medicaid Provider manual, PIHP/CMH contract, MDHHS/CMH contract, and other required and best practice regulatory requirements. Ensures that documentation of staff responsible for is in compliance with agency policies and procedures and all other regulatory requirements. Serves as liaison for contracted providers as assigned; completing documentation reviews, review of billing reimbursements submitted to Northpointe, participating in site review process, engaging in problem resolution for day to day matters, providing training, and making recommendations for contract amendment as necessary.

Actively plans, implements services, completes reports, and makes recommendations in accordance with accrediting body, State of Michigan, Northpointe's strategic plan, established policies and procedures, applicable regulations and fiscal budgets to meet individuals' needs. Collects and prepares data as needed to meet regulatory requirements.

COMPETENCIES:

1. Demonstrate ability to work with staff from other disciplines.
2. Demonstrate ability to be compliant with DCH regulations and other regulatory bodies.
3. Demonstrates proficiency in microcomputer software necessary to complete job functions.
4. Demonstrates sound supervisory and management skills.
5. Demonstrate ability to develop and manage budget across multiple programs.
6. Demonstrate ability to identify programmatic needs and develop work plans across multiple programs/services.
7. Demonstrate a high level of clinical and administrative knowledge related to all populations served.
8. Demonstrate ability to analyze data, conduct root cause analysis and transform information into effective strategies for improvements.
9. Demonstrates an understanding of older adult service options and can effectively use such knowledge in the development of effective goals, methodologies and therapeutic interventions.
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11. Demonstrates a full understanding of the OBRA PAS/ARR screening regulations.
12. Demonstrates awareness of aging networking and issues.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

Employee Signature

Date