

Code: 4148

Title: PATIENT CARE SERVICES - LEVEL IV

SUMMARY: Plans and directs the activities of Patient Care Services professionals and support staff, as well as the activities of a Patient Care Services Division.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, manages and directs the operation of nursing activities for a major functional health care division within Pima County;

Develops and recommends policies, procedures and programs for delivery of medical and behavioral patient care services;

Develops, implements and directs Quality Health Services, Utilization Management (QM/UM), Infection Control, and department specific Risk Management and Safety programs;

Evaluates cost-effectiveness of health care delivery systems and directs modifications to increase revenue;

Develops, implements and evaluates nursing programs and goals to ensure quality patient, nursing and department standards of care and fiscal requirements are met;

Establishes and maintains effective staffing patterns and approves scheduling of nursing and support personnel;

Identifies and analyses risks and makes related recommendations;

Coordinates with physicians, Department or Medical Director, and other management staff to resolve complex issues and initiate corrective actions;

Identifies patient care problems and deficiencies and develops, recommends and implements solutions as appropriate;

Reviews all patient care incident reports, takes corrective actions, and forwards reports as necessary to appropriate entities;

Develops and administers division operating budget to maintain cost-effective operations and initiates cost containment actions as necessary;

Directs and evaluates investigations of complaints regarding care or services provided;

Participates in long-range strategic planning for the department;

Acts as liaison with other County departments, community and other hospitals to assure optimal coordination of services;

Supervises, trains and evaluates professional and support staff.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles, practices and techniques of nursing and public health nursing;
- public health programs and public health science;
- the principles and practices of management and supervision;
- methods and practices of QM/UM in a health care environment;
- financial components of managed health care systems;
- research and analysis methodology and report preparation;
- health care and contract development and interpretation;
- budget preparation and administration.

Skill in:

- providing professional nursing and public health nursing services in an assigned area;
- planning, organizing and assigning the work of others;

- designing, initiating and administering health care programs;
- reading, understanding and implementing government regulations;
- analyzing health care issues and defining alternative solutions;
- analyzing data and writing reports of varying complexity;
- preparing and administering budgets;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

The equivalent of a Bachelor's degree which is consistent with the functional responsibility of the category.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a current license to practice as a Registered Professional Nurse in the State of Arizona. Failure to maintain required licensure shall be grounds for termination.

Special Requirements: Certain positions or functional assignments within this category require a Bachelor's degree from an accredited college or university with a major in Nursing or a degree directly related to the specific function and/or varying levels and degrees of directly related experience consistent with the duties and responsibilities of the position as defined by the Appointing Authority.

Special Notice: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a risk of exposure to blood borne pathogens. Hepatitis B vaccine will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

07/12/86

Updated 12/27/07(team)