



OUTPATIENT MEDICAL CENTER, INC.

JOB DESCRIPTION / EVALUATION (All Functions)

Employee Name _____ **Anniversary Date** _____

Job Title Assistant to the Director of Nursing **Supervisor Name** _____

90-Day ____ **Annual** ____ **Transfer** ____ **Promotion** ____ **Review Period** ____ to ____

Demonstrates understanding of the role in:

MANDATORY REQUIREMENTS MET:	<u>YES</u>	<u>NO</u>
HAZARDOUS MATERIALS/OSHA REQUIREMENTS		
SAFETY (FIRE, FACILITY, ETC)		
INFECTION CONTROL		
EMERGENCY PLANS		
FOLLOWS DRESS CODE		
PROFESSIONAL ATTITUDE		
OBSERVES CONFIDENTIALITY		
COMPLETES WORK TIMELY		
EQUIPMENT		
SECURITY		
REGULAR ATTENDANCE		
PARTICIPATES IN EDUCATIONAL OPPORTUNITIES		

Explanation:

The following statements describe the primary duties and requirements of this position and are not intended to be an exhaustive list of all responsibilities, duties, or skills required.

JOB SUMMARY:

Under the general supervision of the Director of Nursing, the Assistant to the Director of Nursing (ADON) is responsible for assisting the Director of Nursing (DON) with supervising and directing all nursing responsibilities in OMC clinics currently located in Natchitoches, Leesville, School Based Clinic, and Tallulah.

The ADON will assist the QA/QI program, preparing clinical procedures and guidelines for review by QA performing all competencies and staff trainings as necessary to assure competent and quality nursing and compliance with Joint Commission and other regulatory guidelines, monitor and assure the compliance of all nursing duties related to in-clinic medications, laboratory quality controls, vaccine temperature requirements. Identifies problems and takes corrective action according to OMC policies. Provides direct care during staffing shortages. Other nursing leadership related duties as assigned.

The ADON will assist the DON with OMC Infection Prevention for assuring compliance with healthcare standards to prevent and control the spread of infectious diseases in a clinical setting through a variety of activities including, but not limited to: developing plans, training coworkers on infection control practices and standards, educating patients and public partners, investigating infection control complaints and concerns, assist the DON in evaluating infection control risks and implementing interventions, provides reports to QA committee per QA/QI program, organizing and implementing school and community vaccination and/or testing campaigns, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Additional duties may be assigned.

A. Assistant to the Director of Nursing:

The ADON will assist the DON with the following:

Supervising and directing all nursing responsibilities in OMC clinics currently located in Natchitoches, Leesville, School Based Clinic, and Tallulah in accordance with all OMC policy and procedures.

- Review prior authorizations with notes as to the status of the prior authorizations. Contact patient by telephone and keep patient and Providers informed of prior authorization status. (Completing all Pa medications and imaging orders).
- Nursing leadership duties in the QA/QI program, preparing clinical procedures and guidelines for review by QA and/or the DON.
- Perform all competencies and staff training as necessary to assure quality of nursing care and for compliance with Joint Commission and other regulatory guidelines.
- Monitor and assure the compliance of all nursing duties related to the inventory, checking in-clinic expirations, medications and supplies, laboratory quality controls, vaccine temperature requirements, etc.
- Investigating and identifying patient care complaints and problems according to OMC policies.
- Keeps DON informed of issues, opportunities, changes and/or pertinent problems. Advise appropriate personnel (DON) of situations and opportunities requiring follow-up attention with daily communication between DON and ADON.
- Provide direct care as needed and during staffing shortages.
- Daily rounds in the Natchitoches clinic average 4-6 times per day, daily check in with Tallulah, Leesville, and school-based clinic.
(Examples include but not limited to:
 - Verifying supplies are kept up to date.
 - Rooms are clean and stocked according to PAR levels.
 - Daily check of nursing supply closet (neat and well organized).
 - Patients are checked in within OMC policy.
 - Round in lobby to speak to patients and make them feel welcome
 - LabCorp lab room is neat and follows OMC infection control.
 - Monitoring handwashing compliance.
 - QC monitoring is validated in Natchitoches clinic
 - Nurse station is well organized and neat.
 - Provide support for Natchitoches voice mail to assist clinical staff with volume of calls, review Cover My Meds and assist clinical team.
 - Other duties as assigned.
- Keeps DON informed of issues, changes and/or pertinent problems. Advise appropriate personnel of situations requiring follow-up attention."
- Situations which could affect patient care or morale of the clinics, not following policy and/or good stewards of others and OMC equipment, supplies

B Infection Prevention:

The ADON will assist the DON with the following:

- Assist DON to ensure the availability of PPE supplies.
- Assist with training on infection prevention and control practices and standards.
- Implements ongoing training sessions to ensure constant implementation of infection control practices.
- Implementing educational programs for the provision of skills and knowledge regarding infection preventative measures and control practices.
- **Educating patients** and public partners, implementing educational programs for the provision of skills and knowledge regarding infection preventative measures and control practices.
- **Reporting disease** risk and concerns to clinic leadership; Assist the DON in evaluating infection control risks and implementing interventions, investigating infection control complaints and concerns and monitors practices and procedures for compliance; monitoring preventative measures and providing guidance to staff; conducts departmental surveillances. Maintain record of activities and complaints for compliance with JC and HRSA.
- **Providing** reports to QA committee per QA/QI program, participating in committee meetings, in-service education programs and quality improvement initiatives as assigned.
- **Implementing and organizing** school and community vaccination and/or testing campaigns, conducts community outreach (ex: COVID testing, Flu clinics, etc.); understanding orders and oversight of DON, serves as leader of outreach team efforts.

JOB RELATIONSHIP:

REPORTS TO: Director of Nursing

SUPERVISORY RESPONSIBILITIES: Under the general supervision of the Director of Nursing, the Assistant to the Director of Nursing (ADON) is responsible for assisting the Director of Nursing (DON) with supervising and directing all nursing responsibilities in OMC clinics currently located in Natchitoches, Leesville, School Based Clinic, and Tallulah.

QUALIFICATIONS:

1. EDUCATION:

Graduation from an accredited School of Nursing

2. LICENSES, REGISTRATION AND/OR CERTIFICATIONS REQUIRED:

- Licensed Practical Nurse (LPN) in the State of Louisiana or Compact License
- Current CPR (BLS) certification
- Preference to Federally Qualified Health Care experience (one year)

3. **Job Knowledge, Skills & Abilities:**

Knowledge to thoroughly understand the diverse objectives and functions of OMC in order to provide nursing leadership in a manner that maximizes the performance of the various departments and programs.

Skills in decision making and problem solving; maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication skills.

Ability to interact effectively and professionally with all people; ability to articulate, written and verbally, work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; work as an effective team member; function independently; exercise sound judgement and initiative; be flexible to shift priorities; maintain confidentiality; establish and maintain effective interpersonal work relationships; work toward goals and objective of OMC Executives and Board of Directors; follow OMC policies – including developing plans, training co-workers on infection control practices and standards, educating patients and public partners, investigating infection control complaints and concerns, assist the DON in evaluating infection control risks and implementing interventions, provides reports to DON and QA committee per QA/QI program, organizing and implementing school and community vaccination and/or testing campaigns, etc.

4. **PHYSICAL DEMANDS:**

Work can be both mobile and sedentary. Must be able to bend, perform all procedures, and move about freely without limiting the ability to perform all duties as allowed by delineation of privileges for **Assistant Director of Nursing and Infection Prevention**.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.
- Must be able to lift and carry up to 50 lbs.
- Position requires standing 2/3 of the time, walking 2/3 of the time, requires sitting 2/3 of time, use of hands to finger, handle or feel 1/3 of the time, reaching with hands and arms under 1/3 of the time, stooping, kneel, crouch or crawl under 1/3 of the time, talk or hear over 2/3 of the time.

5. **WORK ENVIRONMENT:**

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

6. WORK HOURS:

The normal work period consists of 80 hours/two weeks; sometimes more hours, sometimes less hours, or as needed to provide departmental coverage according to patient demand. ADON will work full-time at the health center hours of operation unless otherwise approved by the Chief Executive Officer.

JOB DESCRIPTION/EVALUATION: Assistant to the Director of Nursing

WORK ENVIRONMENT:

Work is performed in a well-lit, air-conditioned medical environment and administrative office setting.

Evaluation OF PERFORMANCE/COMPETENCY

INDICATORS OF PERFORMANCE LEVELS:

5 = Excellent Performance - far exceeds standards with minimal supervision.

4 = Outstanding Performance - consistently exceeds standards with minimal supervision.

3 = Meets Job Requirements - Performance meets core requirements and expectations.

2 = Marginal Performance – work falls below acceptable levels, and improvement is needed.

1=Unsatisfactory Performance – work is well below expected level.

ESSENTIAL JOB FUNCTIONS	1	2	3	4	5
1. Review prior authorizations with notes as to the status of the prior authorizations. Contact patient by telephone and keep patient and Providers informed of prior authorization status. (Completing all Pa medications and imaging orders).					
2. Nursing leadership duties in the QA/QI program, preparing clinical procedures and guidelines for review by QA and/or the DON.					
3. Monitor and assure the compliance of all nursing duties related to the inventory, checking of in-clinic expirations, medications and supplies, laboratory quality controls, vaccine temperature requirements, etc.					
4. Investigate and identify patient care complaints and problems according to OMC policies.					
5. Keeps DON informed of issues, opportunities, changes and/or pertinent problems. Advise appropriate personnel (DON of situations and opportunities requiring follow-up attention with daily communication between DON and ADON.					
6. Provides direct care as needed and during staffing shortages.					
7. Daily rounds in the Natchitoches clinic average 4-6 times per day, daily check in with Tallulah, Leesville, and school-based clinic.					
8. Provides support for Natchitoches voicemail to assist clinic staff with volume of calls, review Cover My Meds and assist clinical team.					

9. Assist DON to ensure the availability of PPE supplies.					
10. Attends required organizational meetings and participated in internal committees. Conducts in-service training as required or requested.					
11. Assists in the provision of technical assistance and health education in the community as requested.					
12. Implementation of educational programs for the provision of skills and knowledge regarding infection preventative measures and control practices.					
13. Educating patients and public partners, implementing educational programs for the provision of skills and knowledge regarding infection preventative measures and control practices.					
14. Reporting disease risk and concerns to clinic leadership; Assist the DON in evaluating infection control risks and implementing interventions, investigating infection control complaints and concerns and monitors practices and procedures for compliance; monitoring preventative measures and providing guidance to staff; conducts departmental surveillances. Maintain record of activities and complaints for compliance with JC and HRSA.					
15. Providing reports to QA committee per QA/QI program, participating in committee meetings, in-service education programs and quality improvement initiatives as assigned.					
16. Implementing and organizing school and community vaccination and/or testing campaigns, conducts community outreach programs (ex: COVID, Flu clinics, etc.); understanding orders and oversight of DON, serves as leader of outreach team efforts.					
17. Meets or exceed annual productivity standards.					

JOB DESCRIPTION/EVALUATION: ADON

ESSENTIAL JOB FUNCTIONS	1	2	3	4	5
18. Utilizes technology to create a more efficient and effective way of doing business.					
19. Complies with all OMC policies, procedures and QA/QI Program.					
20. Maintain confidentiality of workplace information according to the policies and procedures of the institution.					
21. As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.					
22. Responsible for personal compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene services as well as those relating to, but not limited to, personnel issues, workplace safety, public health and confidentiality.					
23. Perform other duties assigned by the Director of Nursing or CEO.					
ENVIRONMENT OF CARE/SURVEILLANCE OF INFECTION	1	2	3	4	5
1. Attend general orientations and trainings.					
2. Responds to all emergency codes and drills and completes appropriate paperwork.					
3. Demonstrate knowledge of Policies & Procedures for the 7 Environment of Care Plans.					
4. Enforce Environment of Care policies (smoking, hand washing, trash disposal, etc.)					
HUMAN RESOURCES	1	2	3	4	5
1. Follow Grievance policy when applicable.					
2. Participate in continuing education opportunities.					

3. Attend Staff Meetings.					
PERFORMANCE IMPROVEMENT	1	2	3	4	5
1. Participate in CQI activities.					
2. Utilize and require others within the department to utilize the Plan, Do, Study, Act (PDSA) performance improvement model.					
3. Keeps appropriate individuals aware of issues, changes and/or pertinent problems. Advise appropriate personnel of situations requiring follow-up attention.					
4. Suggest practical solutions in response to changing regulations, customers and department need.					
FISCAL	1	2	3	4	5
1. Indicate and submit accurate time and attendance according to policy.					
2. Properly utilizes and maintains equipment and supplies.					
3. Utilize cost effective thinking/measures on a daily basis.					
INTERPERSONAL	1	2	3	4	5
1. Serve as a positive influence on others by interacting confidently and productively on a consistent basis.					
2. Communicates accurately and effectively to achieve needs.					
3. Oral and written communication is accurate, timely and professional.					
4. ADON greets people in a friendly manner when they first arrive in the area; demonstrates an unsolicited willingness to help by making eye contact; helps new staff members feel welcome by introducing self and offering assistance.					
5. Wear facility identification and proper dress while at work.					
6. Represent the health center in the community in a professional manner with participation in health fairs, school functions, and other volunteer activities.					

JOB DESCRIPTION/EVALUATION: Assistant to the Director of Nursing

EQUIPMENT UTILIZATION	1	2	3	4	5
1. Computer and printer					
2. Copier					
3. Telephone					
4. Glucose and quality controls					
5. Hemoglobin and quality controls					
6. Urinalysis and quality control					
7. Other lab equipment and supplies (Ex. Include COVID 19, Strep)					
8. Audiometry					
9. Spirometry					
10. EKG					
11. Vital Signs Monitoring Equipment					

Rating Key:

INDICATORS OF PERFORMANCE LEVELS:

5 = Excellent Performance - far exceeds standards with minimal supervision.

4 = Outstanding Performance - consistently exceeds standards with minimal supervision.

3 = Meets Job Requirements - Performance meets core requirements and expectations.

2 = Marginal Performance – work falls below acceptable levels, and improvement is needed.

1=Unsatisfactory Performance – work is well below expected level.

TOTAL POINTS (PTS) _____

TOTAL INDICATORS (IND) _____

TOTAL PTS/IND _____

This job description is not all-inclusive. The employee will also perform other reasonable, related business duties as assigned by the Chief Executive Officer. The Board of Directors and the Chief Executive Officer reserve the right to change job responsibilities, duties, and hours as needed. This document is for management communication only and is not intended to imply a written or implied contract of employment.

JOB DESCRIPTION/EVALUATION: Assistant to the Director of Nursing

EVALUATOR'S COMMENTS:

EMPLOYEE COMMENTS:

RECOMMENDATIONS FOR IMPROVEMENT:

RECOMMENDATION FOR EMPLOYMENT (Supervisor must check and sign):

_____ Continue employment with all benefits _____

_____ Continue probation for 30, 60, or 90 days (circle one) with a written improvement plan. _____

_____ Termination of employment _____

If a written improvement plan has been given, my signature below documents my receipt of such plan.

Signature of Employee

Date

I hereby acknowledge that I have received, read, and understood both my job description and my evaluation of performance/competency. I have indicated areas of disagreement in the comments sections and/or an attachment and discussed these areas with my immediate Supervisor. The document has also been reviewed with me on this date.

Signature of Employee

Signature of Supervisor

Date

Date

Signature of Chief Executive Officer

Date