

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 5211800

Health Institutions Clinical Director, M-3

Brief Description of Class

Health Institutions Clinical Director oversees the clinical standards for the four State-operated Veterans Homes and Helen Hayes Hospital. The incumbent monitors levels and skill mix of clinical staffing at the five facilities; works collaboratively with facility clinical staff in the development and implementation of new policies and procedures; monitors quality assurance activities, survey results, and plans of correction; monitors the methods and accuracy of clinical recordkeeping, including Patient Review Instrument (PRI) and Minimum Data Set (MDS) submissions; and develops the clinical component of new facility program initiatives.

This position is located at the Department of Health (DOH).

Distinguishing Characteristics

Health Institutions Clinical Director. one-position class; director level; establishes policy and procedures consistent with Department of Health and State regulations.

Related Classes

The Director, Correctional Nursing Services at the Department of Correctional Services (DOCS) is responsible for establishing and ensuring the implementation of the nursing philosophy, objectives, policies, and standards of care in accordance with the Nurse Practice Act of New York State, DOCS policy, American Nurses Association (ANA) Code of Ethics, American Correctional Association (ACA) Standards, and community standards of practice.

The Director, Nursing and Health Services at the Office for People with Developmental Disabilities (OPWDD) is responsible for planning, organizing, and directing programs to ensure the protection of individuals health, the control of disease and the strengthening of the health infrastructure of the OPWDD.

Directors of Nursing manage nursing departments in State facilities and are responsible for developing nursing care policy, proposing and executing

nursing budgets within the organization, deciding staffing levels, and collaborating with medical staff and managers within the hospital.

Illustrative Duties

Assist in the management and direction of the four NYS operated Veterans Homes and Helen Hayes Hospital.

- Serve as Central Office representative in the selection panels for all Director of Nursing selections.
- Provide management consulting to the administrators in the organization of each nursing department.
- Function as a clinical management consultant in the implementation of new clinical requirements.
- Serve as an internal training resource in long term care management systems.
- Monitor admission waiting lists to assure that potential patients are eligible for nursing home care and for federal Department of Veterans Affairs reimbursement of nursing care.

Conduct health workforce evaluation and planning.

- Serve as liaison with licensing and credentialing, educational, and granting agencies to guide the development of programs for health professionals employed in Health Facilities Management (HFM) facilities.
- Review and evaluate job descriptions to ensure that institutional positions have education, experience, and credentials appropriate to work requirements.
- Perform periodic assessments of qualifications of employees selected to ensure they conform to job requirements.
- Review salary and benefits to determine competitive levels for institution employees.

Monitors staffing and productivity.

- Monitor scheduling to match staffing levels with patient need on seasonal, shift and acuity of care basis.

- Monitor training to assure all mandatory training is completed.
- Assure records are maintained on the licensure, certification and registration of clinical and other appropriate staff.
- Monitor labor relations, intervening on behalf of management as required.

Develop and oversee the implementation of centralized policies and procedures, assuring that they are consistent with DOH and State policy.

- Serve as chair of a committee to address necessary changes.
- Prepare and disseminate policies and procedures to address facility operations.
- Develop policy and procedure manuals and work with the HFM data manager to promote their on-line availability.
- Achieve the greatest consistency among the homes' policies and procedures consistent with the need for local variation.

Monitor quality of care for adherence to the highest care standards.

- Perform mock survey and pre-survey reviews to assist administrators in survey preparation.
- Review medication errors.
- Review activities of the health and safety and quality assurance committees.
- Spot check individual medical records and care charts, care plans, MDS and PRI forms to assure proper documentation and follow up.
- Review patient accidents and incidents.
- Monitor infectious outbreaks and each home's infection control program.
- Maintain familiarity with both State and federal standards of care to assure compliance.

If a new hospital or veterans' home is developed, oversee development of the clinical portion of certificate of need (CON) process, making staffing level and appropriateness of title determinations; provide clinical oversight of construction and renovation of homes to ensure appropriate clinical service layout of space, appropriate services for residents, and compliance with State and federal

regulations for services; and develop staffing plans and organizational determinations for homes.

Provide clinical oversight of medical record and other software implementation used to meet changing regulatory and clinical care requirements.

- Determine what information needs to be kept and reported.
- Monitor quality of case mix documentation to assure adherence to State standards and the quality of background documentation.

Minimum Qualifications

Open Competitive: Bachelor's Degree in nursing or other health related profession and possession of a license and current registration to practice nursing in New York State, and nine years of post-licensure nursing experience including: three years as a Director of Nursing for a 100+ bed skilled nursing facility with responsibility for the development and implementation of a facility-wide quality assurance program; or two years as a Director of Nursing as stated above and one year of experience working for a federal or State agency or recognized accredited organization monitoring facilities for compliance with governmental laws and regulations or accreditation standards.

Substitution: A Master's Degree in nursing may substitute for one year of the general nursing experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 12/2010