

	Job Title:	Health Services Administrator
	Classification:	Exempt
	Original Effective Date:	08/01/2023
	Revision Dates:	
	Job Code:	# AD34.NY

- I. **SUMMARY/OBJECTIVE:** Provide excellent and quality administrative and nursing care to patients in the assigned work facility in accordance with the Company's policies and procedures, established nursing standards, and applicable scope of practice limitations.
- II. **REPORTS TO:** Regional Manager.
- III. **SUPERVISES:** All Company staff at assigned facility.
- IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**
 - i. Proof of a valid nursing license from the state of your assigned facility.
 - ii. Proof of graduation from an accredited program applicable to this job title.
 - iii. Registered Nursing license preferred.
 - iv. Experience in health care delivery system required.
 - v. Previous experience in supervisory role preferred.
- V. **COMPETENCY REQUIREMENTS:**
 - i. Effective communication skills, both written and verbal.
 - ii. Ability for clinical decision-making, clinical competency, and to function independently within scope of clinical practice.
 - iii. Ability to collaborate effectively as part of an interdisciplinary team.
 - iv. Ability to use an electronic medical record.
- VI. **DUTIES AND RESPONSIBILITIES (* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and

activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

- i. * Serve as the designated health authority whose responsibility is administratively overseeing the health care delivery system at the local facility.
- ii. * Manage and evaluate the facility medical program in accordance with Company policies, procedures, and applicable standards.
- iii. * Review patients with serious catastrophic, acute, and/or chronic health problems and ensure that necessary intervention and treatment is rendered and report all patient concerns to Corporate Risk Management.
- iv. * Function as liaison between Company and facility administration.
- v. * Responsible for the monitoring and implementation of all contracted services.
- vi. * Responsible for the recruitment, orientation, supervision, and performance evaluations of all staff at the local facility.
- vii. * Responsible for scheduling and assigning all staff at the local facility.
- viii. * Responsible for directing all staff at the local facility, to the extent permitted by licensure requirements.
- ix. * Implement and ensure adherence to all Company policies for assigned staff.
- x. * Responsible for the completion of all assigned statistical and administrative reports to the Company and facility administration.
- xi. * Monitor and evaluate nursing care delivery in accordance with Company policies and procedures. Ensure that nursing practice complies with established nursing standards.
- xii. * Assess and ensure comprehensive nursing care is provided while observing and maintaining security requirements.
- xiii. * Maintain a professional, tactful, and diplomatic nursing attitude and working relationship with facility staff, contracted providers, outside service providers, and Company staff at all times. Function as a professional role model for all staff.
- xiv. Ensure valid licensure, insurance coverage, CPR certification, and TB testing for all medically licensed/certified personnel (employees and contracted).

- xv. Responsible for ensuring accurate payroll records are submitted in accordance with Company policies and procedures.
- xvi. Responsible for thorough and adequate onboarding and new hire training for all newly assigned personnel.
- xvii. Responsible for all duties associated with applicable accreditation standards.
- xviii. Responsible for the review and updating of all local Company policies on an annual basis.
- xix. Ensure the proper flow of relevant information (policies, procedures, in-services, problems) is disseminated to supervisor and supervised personnel.
- xx. Audit medical records per Quality Assurance audit criteria and report deficiencies to the Quality Assurance committee. Suggest outlines for Quality Improvement for facility and implementation plan.
- xxi. Respond to all patient grievances in accordance with facility requirements.
- xxii. Monitor inpatient hospitalizations for length of stay and duration of follow-up. Activate early release procedures when indicated.
- xxiii. Administratively monitor and evaluate medical services to avoid the inappropriate use and/or duplication of services. Evaluate referrals to outside consults for applicable security restrictions and intervene when necessary.
- xxiv. Identify financial responsibility for patient incurred expenses and report the same to the Corporate Office.
- xxv. Monitor and ensure strict compliance with all applicable pharmacy regulations.
- xxvi. Ensure that stock inventories are maintained and that orders for supplies and equipment are timely placed.
- xxvii. Monitor and evaluate physical safety requirements for patients and staff to ensure a safe working environment.
- xxviii. Plan, implement, and monitor disaster plans and coordinate drills with facility at least annually.
- xxix. Coordinate and provide in-service programs which are aligned with the medical program (at least monthly).

- xxx. Attend scheduled meetings, workshops, and conferences.
- xxxi. Serve as Chairperson for monthly health care staff meetings and quarterly meetings with administration and corporate staff.
- xxxii. Maintain confidentiality at all times.
- xxxiii. Perform all other duties as assigned or delegated by management.

VII. POSITION REQUIREMENTS:

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

- i. *Must be able to push/pull/lift a minimum of twenty-five (25) pounds.
- ii. *Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.
- iii. * Must be able to work nights and weekends on an as needed basis to cover open nursing shifts.
- iv. * Temporary flexibility in work location(s) is required.
- v. Prolonged periods of standing and/or walking.
- vi. Prolonged periods of sitting at a desk and working at a computer.

VIII. EMPLOYER'S RIGHTS: This job description is not a contract for employment and either you or the Company may terminate employment at any time, for any reason.

I have received and read the job description and understand the scope of the duties and responsibilities.

Employee's Printed Name

Employee's Signature

Date