

**Administrator**

Tasks assigned to this position may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants, and hazardous chemicals.

**Name:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

**Department Assigned:** *Administration* **Supervisor:** *Board of Directors*

**Shift Assigned:** *Not Applicable* **Duty Hours:** *Not Applicable*

**Purpose of Your Job Position**

The primary purpose of your job position is to direct the day-to-day functions of the facility in accordance with current federal, state, and local standards, guidelines, and regulations that govern nursing facilities to assure that the highest degree of quality care can be provided to our residents at all times.

**Delegation of Authority**

As **Administrator**, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**Job Functions**

Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

<b>Miscellaneous Information</b>	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = NO)	Safety Factors			Competency Evaluation	
			Function Requires Repetitive Motion (✓ = YES)	MINIMUM Weight Lifting Requirements Apply to Task (✓ = YES)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = YES)	Performs Function Satisfactorily (✓ = NO)	Needs In-Service Training (✓ = YES)
<b>Duties and Responsibilities</b>							
<b>Administrative Functions</b>	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Plan, develop, organize, implement, evaluate, and direct the facility's programs and activities in accordance with guidelines issued by the governing board.	3						
Develop and maintain written policies and procedures and professional standards of practice that govern the operation of the facility.	3						
Assist the HR Director and department directors in developing written job descriptions for each staff position.	3						
Assist the HR Director and department directors in the development of performance-based job evaluations.	3						
Establish rapport in and among departments so that each can realize the importance of teamwork.	3						
Assist department directors in the development, use, and implementation of departmental policies and procedures and professional standards of practice.	3						

<b>Duties and Responsibilities (continued)</b>	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training
<b>Administrative Functions (continued)</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
Review the facility's policies and procedures at least annually and make changes as necessary to assure continued compliance with current regulations.	3						
Interpret the facility's policies and procedures to employees, residents, family members, visitors, government agencies, etc., as necessary.	3						
Work with facility legal counsel to ensure that public information (policy manuals, brochures, website data, etc.) describing the services provided by the facility is accurate and fully descriptive.	3						
Ensure that all employees, residents, visitors, and the general public follow the facility's established policies and procedures.	3						
Represent the facility at and participate in top-level meetings.	3						
Represent the facility in dealings with outside agencies, including governmental agencies and third party payers, or provide an authorized representative of the facility when unable to attend such meetings.	3						
Make written and oral reports/recommendations to the governing board concerning the operation of the facility.	3						
Assist the Infection Control Coordinator, and/or Committee, in identifying, evaluating, and classifying routine and job-related functions to ensure that tasks involving potential exposure to blood/body fluids are properly identified and recorded.	3						
Make routine inspections of the facility to assure that established policies and procedures are being implemented and followed.	2						
Participate in state/federal surveys of the facility.	2						
Assign appropriate facility personnel to accompany survey agency personnel during inspections of the facility.	2						
Assist in providing survey team members with additional information during the survey that may aid in preventing deficiency citations.	3						
Conduct daily meetings with appropriate staff during facility inspections to discuss survey findings and formulation of plans of action/correction.	3						
Review deficiencies noted during the exit conference. Provide additional information that may aid in removal of the deficiency or lower the scope and severity level of a cited deficiency.	3						
Assist in developing plans of correction for cited deficiencies. Ensure such plans incorporate timetables and methods of monitoring to ensure that such deficiencies do not recur.	3						
Provide governing board with information relative to survey findings, plans of correction, monitoring guidelines, and follow-up survey results.	3						
Maintain an adequate liaison with families and residents.	3						
Maintain a good public relations program that serves the best interest of the facility and community alike.	3						
Conduct community awareness programs as necessary to keep the community informed of the facility's programs, services, activities, etc.	3						
	Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	ed Sitting, Standing, Bending, etc.	Function Satisfactorily	Needs Training

<b>Duties and Responsibilities (continued)</b>							
<b>Administrative Functions (continued)</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
Delegate a responsible staff member to act in your behalf when you are absent from the facility.	3						
Ensure that appropriate facility policies and procedures are followed when conducting background checks and when providing information to the Nurse Aide Registry.	3						
Assist in the development and implementation of policies and procedures governing the management and control of protected health information (e.g., assignment/use of passwords, unauthorized use/release of protected health information, etc.).	3						
Ensure that all personnel who have access to protected health information receive appropriate and timely training of the facility's policies and procedures governing the management and control of such information.	3						
Ensure that all suspected or known incidents of unauthorized use or release of protected health information are thoroughly investigated and reported to appropriate personnel/agencies as outlined in the facility's established policies.	3						
Monitor computer workstations to ensure those left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.	3						
Periodically, review the facility's OSCAR and Quality Measures data posted on the nursing home compare website to determine the accuracy of such public information. Report discrepancies to appropriate state agencies. Monitor to ensure such discrepancies are corrected.	3						
Work with the facility's insurance carrier, legal counsel, and other designated personnel in developing and implementing a risk management program.	2						
Assume the administrative authority, responsibility and accountability of directing the activities and programs of the facility.	3						
<b>Committee Functions</b>							
Serve on various committees of the facility (i.e., Infection Control, Quality Assurance & Assessment, etc.) and provide written/oral reports of such committee meetings to the governing board as directed or as may become necessary.	3						
Assist the Quality Assurance and Assessment Committee in developing and implementing appropriate plans of action to correct identified quality deficiencies.	3						
Evaluate and implement recommendations from the facility's committees as necessary.	3						
<b>Duties and Responsibilities (continued)</b>	Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, Reforms	Function Satisfactorily	Needs Training

<b>Personnel Functions</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
Assist in the recruitment and selection of competent department directors, supervisors, facility non-licensed staff, consultants, etc.	3						
Ensure that appropriate employment identification and work documents are presented prior to the employment of personnel and that appropriate documentation is filed in the employee's personnel record in accordance with current regulations mandating such documentation.	3						
Delegate administrative authority, responsibility, and accountability to other staff personnel as deemed necessary to perform their assigned duties.	3						
Consult with department directors concerning the operation of their departments to assist in eliminating/correcting problem areas, and/or improvement of services.	3						
Ensure that an adequate number of appropriately trained licensed professional and non-licensed personnel are on duty at all times to meet the needs of the residents.	3						
Ensure that appropriate staffing level information is posted on a daily basis.	3						
Review and check competence of work force and make necessary adjustments/corrections as required or that may become necessary.	3						
Counsel/discipline personnel as requested or as may become necessary.	3						
Ensure that disciplinary action is administered fairly and without regard to race, color, creed, national origin, age, sex, religion, handicap, or marital status.	3						
Terminate employment of personnel when necessary, documenting and coordinating such actions with the HR Director.	3						
Schedule and participate in departmental meetings to ensure that appropriate information sharing is provided on a continuous basis.	3						
Serve as liaison to the governing board, medical staff, and other professional and supervisory staff.	3						
Maintain an excellent working relationship with the medical profession and other health related facilities and organizations through formal working and transfer agreements.	3						
Assist the Medical Director in the development and implementation of medical and nursing services policies and procedures and professional standards of practice.	3						
Inform the Medical Director of all suspected or known incidents of resident abuse.	3						
Ensure that physicians are in compliance with facility policies governing the admission, medical treatment, visit requirements, plan of care, orders, etc. Report problems areas to the Medical Director.	3						
<b>Duties and Responsibilities (continued)</b>	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training

<b>Staff Development</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
Assist department directors in the topic selection, planning, conducting, and scheduling of in-service training classes and on-the-job training and orientation programs to assure that current material and programs are continuously provided.	3						
Meet with department directors on a regularly scheduled basis, and conduct/participate in in-service classes and supervisory level training programs.	3						
Attend and participate in workshops, seminars, etc., to keep abreast of current data affecting nursing facilities, as well as to maintain a professional status.	3						
Assist the Director of Nursing Services in developing and revising the Nurses' Aide Training Program and curriculum used by the facility. Submit to appropriate state agency for approval.	3						
Assist in establishing a clinical practice program for Nurses' Aides in training.	3						
Ensure that all personnel attend and participate in annual in-service training programs relative to hazard communication, TB management, bloodborne pathogens, infection control, fire safety and disaster preparedness, etc.	3						
Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the facility.	3						
Encourage and support teamwork.							
<b>Safety and Sanitation</b>							
Ensure that all facility personnel, residents, visitors, etc., follow established safety regulations, to include fire protection/prevention, smoking regulations, infection control, etc.	3						
Ensure that the building and grounds are maintained in good repair.	3						
Review accident/incident reports (e.g., falls, injuries of an unknown source, abuse, etc.). Monitor to determine the effectiveness of the facility's risk management program.	3						
Ensure that facility personnel follow established regulations governing the use of labels and MSDSs for hazardous chemicals.	3						
Ensure that facility procedure manuals identify safety precautions and equipment to use when performing tasks that could cause bodily injury or exposure to a hazardous chemical or infectious waste.	3						
Ensure that facility personnel follow established ergonomics policies and procedures to prevent self-injury.	3						
Ensure that facility personnel performing tasks that involve potential exposure to blood, body fluids, or hazardous chemicals are appropriately trained <b>prior</b> to performing such tasks.	3						
Assist the Maintenance Director in developing and implementing waste disposal policies and procedures.	3						
Other(s) that may become necessary/appropriate to assure that the facility is maintained in a clean, safe and sanitary manner.	3						
<b>Duties and Responsibilities (continued)</b>	Risk Exposure to Blood/Body Fluids	Essential Function	Repetitive Motion	Weight Lifting Requirements	Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactorily	Needs Training

<b>Equipment and Supply Functions</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
Authorize the purchase of major equipment/supplies in accordance with established purchasing policies and procedures.	3						
Ensure that the facility is maintained in a clean and safe manner for resident comfort and convenience by assuring that necessary equipment and supplies are maintained to perform such duties/services.	3						
Ensure that adequate supplies and equipment are on hand to meet the day-to-day operational needs of the facility and residents.	3						
<b>Budget and Planning Functions</b>							
Prepare an annual operating budget for approval by the governing board and allocate the resources to carry out programs and activities of the facility.	3						
Assist in the establishment and maintenance of an adequate accounting system that reflects the operating cost of the facility.	3						
Review and interpret monthly financial statements and provide such information to the governing board.	3						
Ensure that adequate financial records and cost reports are submitted to authorized government agencies as required by current regulations.	3						
Keep abreast of the economic condition/situation and make adjustments as necessary to assure the continued ability to provide quality care.	3						
Report suspected or known incidents of fraud relative to false billings, filing of false cost reports, receipt/payment of kickbacks, etc., to appropriate agencies.	3						
<b>Resident Rights</b>							
Maintain the <b>confidentiality</b> of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.	3						
Ensure that the resident's rights to fair and equitable treatment, self-determination, individuality, privacy, property and civil rights, including the right to wage complaints, are well established and maintained at all times.	3						
Review resident complaints and grievances and make written reports of action taken. Discuss such actions with resident and family as appropriate.	3						
Assist in establishing and implementing a Resident/Group Council.	3						
Ensure that policies governing the timely notice for resident discharges and/or room or roommate changes are strictly followed by all personnel.	3						
Ensure that resident funds maintained by the facility are managed in accordance with current federal and state regulations and that appropriate accounting records are maintained.	3						

#### Working Conditions

Works in office areas as well as throughout the facility and its premises.

Moves intermittently during working hours.

Is subject to frequent interruptions.

Is involved with residents, family members, personnel, visitors, government agencies/personnel, etc., under all conditions/circumstances.

Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.

Works beyond normal working hours and on weekends and holidays when necessary.

Is subject to call-back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).  
 May be involved in community/civic health matters/projects.  
 Attends and participates in continuing educational programs.  
 Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.  
 Is subject to exposure to infectious waste, diseases, conditions, etc., including **TB** and the **AIDS** and **Hepatitis B** viruses.  
 May be subject to the handling of and exposure to hazardous chemicals.  
 Communicates with the medical staff, nursing personnel, and other department personnel.  
 Maintains a liaison with the residents, their families, support personnel, etc., to assure that the residents' needs are continually met.

#### **Education**

A Bachelor's Degree is necessary. A degree in Public Health Administration or Business Administration, or a health related degree is preferred but not required.

#### **Experience**

Must have, as a minimum, two years experience in a supervisory capacity in a hospital or nursing facility.  
 Must possess a current, unencumbered Nursing Home Administrator's license or meet the licensure requirements of this State.

#### **Specific Requirements**

Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.  
 Must be able to read, write, speak, and understand the English language.  
 Must possess the ability to make independent decisions when circumstances warrant such action.  
 Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.  
 Must have a thorough knowledge of OBRA regulations, the survey process, survey tag numbers, and quality measures.  
 Must be knowledgeable of reimbursement regulations and nursing practices and procedures, as well as laws, regulations, and guidelines pertaining to nursing facility administration.  
 Must possess the ability to work harmoniously with and supervise other personnel.  
 Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care and maintaining a sound operation.  
 Must be thoroughly familiar with laws, regulations, and guidelines governing personnel administration.  
 Must have patience, tact, cheerful disposition and enthusiasm, as well as must be willing to handle residents, staff, and visitors, based on whatever maturity level at which they are currently functioning.  
 Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.  
 Must be able to maintain good personnel relations and employee morale.  
 Must be able to read and interpret financial records, reports, etc.  
 Must be knowledgeable of computer systems, system applications, and other office equipment.  
 Must be able to communicate policies, procedures, regulations, reports, etc., to personnel, residents, family members, visitors, and government agencies/personnel.  
 Must not pose a direct threat to the health or safety of other individuals in the workplace.

#### **Physical and Sensory Requirements**

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.  
 Must be able to cope with the mental and emotional stress of the position.  
 Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.  
 Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.  
 Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.  
 Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.  
 Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.  
 May be necessary to assist in the evacuation of residents during emergency situations.

### Acknowledgment

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted in Column 2). I hereby accept the position of **Administrator** and agree to perform the functions contained in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Date: \_\_\_\_\_

Signature- Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Signature-Chairperson/Governing Board: \_\_\_\_\_

### Job Position Analysis Information

#### <sup>1</sup> Risk Exposure to Blood/Body Fluids Column:

Numbers entered into this column indicate the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment that you should use when performing this task. The following numbers indicate your risk potential:

- 1 = It is **highly likely** that while performing functions assigned to this task you will be exposed to blood or body fluids.
- 2 = This task does **not** involve contact with blood and/or body fluids but while performing this task it **may** be necessary for you to perform a **Category 1** task.
- 3 = This task does **not** involve any risk of exposure to blood or body fluids.

#### <sup>2</sup> Essential Functions Column:

A ✓ mark in this column indicates that you will not be required to perform this task.

#### <sup>3</sup> Repetitive Motion Column:

A ✓ mark in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used.

#### <sup>4</sup> Minimum Weight Lifting Requirement Column:

A ✓ mark in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing, or pulling. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the "Physical and Sensory Requirements" section of this Job Description.

#### <sup>5</sup> Prolonged Sitting, Standing, and Bending Column:

A ✓ mark in this column indicates that some functions of this task require you to sit, stand, or bend for an extended period of time. When such tasks are not performed properly, injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

#### <sup>6</sup> Competency Evaluation Column:

Competency evaluations are required for this position. Your supervisor will notify you when your evaluation is to be conducted. A check ✓ in this column indicates that you did **not** perform this task satisfactorily and/or in accordance with the facility's policies and procedures.

#### <sup>7</sup> In-Service Training Column:

A ✓ mark in this column indicates that you need additional training to better understand the performance requirements of this task. In-service training classes will be scheduled and your attendance at such classes is mandatory.