

# Administrator

<b>Name:</b>	<b>Date of Hire:</b>
<b>Supervisor:</b>	<b>Hours:</b>
<b>Primary Purpose of this Position</b>	
The primary purpose of this 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 ensure the highest degree of quality care can always be provided to residents.	

<b>Legend</b>			
(1) Potential Risk Exposure to Blood and Body Fluids (✓ = yes)	(1) Risk Exposure	(2) Essential Function	(3) Safety Factors
(2) Essential Function (✓ = yes)			
(3) Safety Factors:			
RM = Repetitive motion			
WL = Weight lifting requirement			
SB = Sitting, standing and bending prolonged			
Note: Information explaining the above is located on the last page of this job description.			
<b>Duties and Responsibilities</b>			
<b>Administrative Functions</b>			
Plan, develop, organize, implement, evaluate and direct the facility's programs and activities in accordance with guidelines issued by the governing body.	✓	SB	
Assume the administrative authority, responsibility and accountability for all programs in the facility.	✓		
Delegate a responsible staff member to act on your behalf when you are absent from the facility.	✓		
Ensure each resident receives necessary care and services to attain and maintain the highest practical physical, mental and psychosocial well-being consistent with the resident's comprehensive assessment and plan of care.	✓		
Participate in the facility-wide assessment to determine what resources are necessary to care for residents competently during both day-to-day operations and during emergencies.	✓	SB	
Participate in state and federal surveys of the facility.	✓	SB	
Assign appropriate facility personnel to accompany survey agency personnel during inspections of the facility.	✓		
Provide the governing body with information relative to survey findings, plans of correction, monitoring guidelines and follow-up survey results.	✓	SB	
Assist in developing plans of correction for cited deficiencies; ensure such plans incorporate timetables and methods of monitoring.	✓	SB	
Periodically review the facility's Online Survey Certification and Reporting System (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.	✓	SB	
Ensure the planning, development, implementation and monitoring of facility policies and procedures.	✓		

<b>Legend</b>			
	<b>(1) Risk Exposure</b>	<b>(2) Essential Function</b>	<b>(3) Safety Factors</b>
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<b>Duties and Responsibilities</b>			
Develop and maintain written policies and procedures and professional standards of practice that govern the operations of the facility.		V	SB
Interpret the facility's policies and procedures to employees, residents, family members, visitors, government agencies, etc., as necessary.		V	
Ensure all employees, residents, visitors and the public follow the facility's established policies and procedures.		V	SB
Review the facility's policies and procedures at least annually and make changes to ensure continued compliance with current regulations as necessary.		V	SB
Develop and implement written policies and procedures that prohibit and prevent abuse, neglect and exploitation of residents and misappropriation of resident property as well as established facility policies and procedures to investigate such allegations and oversee training as required.		V	SB
Assist in the development and implementation of facility policies and procedures governing the management and control of protected health information (PHI) (e.g., assignment and use of passwords, unauthorized use or release of PHI, etc.).		V	SB
Ensure human resource management policies and programs comply with local, state and federal rules and regulations.		V	SB
Assist the Director of Human Resources and department directors in developing written job descriptions for each staff position.		V	SB
Assist the Infection Preventionist and/or Quality Assurance and Performance Improvement (QAPI) Committee in identifying, evaluating and classifying routine and job-related functions to ensure tasks involving potential exposure to blood/body fluids are properly identified and recorded.	V	V	RM
Ensure the facility and resident environment remain as free of accidents as possible and each resident receives adequate supervision and assistive devices to prevent accidents, including identifying and analyzing hazards and risks, implementing interventions and monitoring the effectiveness of those interventions when necessary.		V	SB
Ensure the care and services provided are person-centered and honor and support each resident's preferences, choices, values and beliefs.		V	SB
Assist the Medical Director in the development and implementation of medical and nursing services policies and procedures and professional standards of practice.		V	SB
Ensure the therapeutic recreation activity programs are planned, implemented and evaluated to meet the needs and interests of residents to maximize resident quality of life and quality of care.		V	SB
Ensure the integration of resident's rights with all aspects of resident care.		V	
Oversee community awareness programs as necessary to keep the community informed of the facility's programs, services, activities, etc.		V	

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<b>Duties and Responsibilities</b>			
Ensure information management systems are in place to support facility operations including Health Insurance Portability and Accountability Act (HIPAA) related issues, network security and protection of PHI.		V	
Observe, monitor and evaluate outcomes of all facility programs, policies and procedures to ensure effectiveness and fulfill administrative and professional responsibility.		V	
Develop a strategic planning process to ensure viability and sustainability of facility operations.		V	
Consult with department directors concerning the operation of their departments to assist in eliminating/correcting problem areas and/or improving services.		V	
Develop marketing, public relations and community outreach strategies.		V	
Plan, implement and provide integration between the facility and other community resources including hospitals and other organizations.		V	
Develop a strategy in collaboration with nursing leadership and members of the Medical Director's team to reduce or eliminate preventable hospital readmissions.		V	
Develop and implement a facility compliance program that meets state and federal requirements.	V		SB
Oversee processes that prevent fraudulent activities.		V	
Ensure the food and nutrition services program meets the nutritional needs of the residents.		V	
Develop and implement written facility policies and procedures that ensure reporting of crimes in accordance with section 1150 B of The Act.		V	SB
Provide oversight for the admission, transfer and discharge of all residents from the facility in accordance with local, state and federal requirements.		V	
Work with facility legal counsel to ensure public information (policy manuals, brochures, website data, etc.) describing the services provided by the facility are accurate and fully descriptive.		V	
Oversee and participate in the development of an all-hazards emergency preparedness and response plan.		V	SB
Work with the facility's insurance carrier, legal counsel and other designated personnel in developing and implementing a risk management program.		V	
<b>Committee Functions</b>			
Serve on various committees of the facility (i.e., infection prevention and control, QAPI, etc.) and provide written/oral reports of such committee meetings to the governing body as directed or as necessary.		V	SB
<b>Personnel Functions</b>			
Establish the planning, development, implementation, monitoring and execution of recruitment selection and retention practices.		V	SB

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<b>Duties and Responsibilities</b>			
Assist in the recruitment and selection of competent department directors, supervisors, facility non-licensed staff, consultants, etc.	✓		
Ensure the planning, development, implementation, monitoring and evaluation of employee training and development programs including competency, background checks, mandatory education, etc.	✓	SB	
Ensure the facility does not employ or otherwise engage individuals who have been found guilty of abuse, neglect, exploitation, misappropriation of property or mistreatment by a court of law.	✓		
Ensure human resource management policies and programs are planned, implemented and evaluated in compliance with government entity laws and regulations.	✓		
Counsel/discipline personnel as requested or as necessary in accordance with local, state and federal labor laws; stay abreast of labor law changes and implement appropriate facility policies to reflect changes.	✓		
Delegate administrative authority, responsibility and accountability to other staff personnel as deemed necessary to perform their assigned duties.	✓		
Ensure an adequate number of appropriately trained competent, licensed professionals and non-licensed personnel are always on duty to meet the needs of the residents.	✓		
Ensure appropriate employment identification and work documents are presented prior to the employment of personnel and appropriate documentation is filed in the employee's personnel record in accordance with current regulations mandating such documentation.	✓		
Ensure appropriate staffing level information is posted daily.	✓		
Schedule and participate in departmental meetings to ensure appropriate information sharing is provided on a continuous basis.	✓		
Terminate employment of personnel when necessary, documenting and coordinating such actions with the Director of Human Resources.	✓		
<b>Staff Development Functions</b>			
Attend and participate in workshops, seminars, etc., to keep abreast of current data affecting nursing facilities as well as to maintain a professional status.	✓		
<b>Safety and Sanitation Functions</b>			
Ensure the development and implementation of employee health and safety programs to provide a safe workplace environment including risk management, wellness programs and Occupational Safety and Health Administration (OSHA) regulations.	✓	SB	
Ensure a system for maintaining and improving buildings, grounds and equipment is planned, implemented and evaluated.	✓	SB	

<b>Legend</b>			
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<b>Duties and Responsibilities</b>			
Ensure the planning, implementation, and evaluation of an environmental safety program will maintain the health, welfare and safety of residents, staff and visitors.		✓	SB
Ensure the facility complies with applicable federal, state and local standards and regulations including the Americans with Disabilities Act, OSHA, Centers for Medicare and Medicaid Services (CMS), Life Safety Code, etc.		✓	
Assist the Director of Environmental Services in developing and implementing waste disposal policies and procedures.		✓	SB
Ensure all facility personnel, residents, visitors, etc., follow established safety policies and procedures.		✓	SB
Ensure facility procedure manuals identify what safety precautions and equipment to use when performing tasks that could cause bodily injury or exposure to a hazardous chemical or infectious waste.		✓	
Review accident/incident reports (e.g., falls, injuries of an unknown source, abuse, etc.); monitor to determine the effectiveness of the facility's safety and risk management programs.		✓	
<b>Equipment and Supply Functions</b>			
Authorize the purchase of major equipment/supplies in accordance with established purchasing policies and procedures.		✓	
<b>Budget and Planning Functions</b>			
Develop and manage annual operational and capital budgets.		✓	SB
Develop and implement (or oversee) financial policies, procedures and systems to monitor financial performance including accounts payable, accounts receivable, resident trusts, etc.		✓	SB
Negotiate, interpret and manage contractual agreements.		✓	SB
Review insurance coverage and manage existing facility policies.		✓	SB
Submit financial records and cost reports to government agencies as required by current regulations.		✓	SB
Prepare an annual operating budget for approval by the governing body and allocate the resources to carry out programs and activities of the facility.		✓	SB

## Working Conditions

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- 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 education 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 ensure the residents' needs are continually met.

## Education

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- A bachelor's degree is required. A master's degree in public health administration or business administration or a health-related degree is preferred.

## Experience

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- Must have, as a minimum, two (2) year(s) 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 the state.

## Specific Requirements

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- 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 public.
- Must have a thorough knowledge of Omnibus Budget Reconciliation Act (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, procedures, etc., 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)

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- 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 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.

#### **Job Position Analysis Information**

##### **(1) Risk Exposure to Blood/Body Fluids Column:**

A check mark (✓) entered into this column indicates the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment (PPE) you should use when performing this task.

##### **(2) Essential Functions Column:**

A check mark (✓) entered into this column indicates you may be required to perform this task.

##### **(3) Safety Factors Column:**

###### **RM = Repetitive Motion:**

A "RM" in this column indicates 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.

###### **WL = Minimum Weight Lifting Requirement:**

A "WL" in this column indicates 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 you must perform are located in the "Physical and Sensory Requirements" section of this job description.

###### **SB = Prolonged Sitting, Standing and Bending:**

A "SB" in this column indicates 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.

### Acknowledgment

I have read this job description and fully understand that many of the requirements set forth therein have been determined to be essential to this position (noted in Column 2). I hereby accept the position of **Administrator** and agree to perform the tasks outlined 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 therefore understand that my employment may be terminated at-will either by the facility or by me, and that such termination can be made with or without notice.

<b>Date:</b>	<b>Signature-Administrator:</b>
<b>Date:</b>	<b>Signature:</b>