



POSITION DESCRIPTION

Staff Member: _____
_____ *Probationary Evaluation*

Eval. Date: _____
Continuous Service Date _____

Job Title: **Executive Director**
Prepared by: Board of Trustees
Date: 06-01-2020

Supervised by: Board of Directors
Approved by: Daniel Kelly
Date: 06-01-2020

Job Summary: Manages and directs the organization toward its primary objectives. Establishes current and long range objectives, plans and policies, subject to the approval by the Board of Directors. Dispenses advice, guidance, direction and authorization to carry out major plans and procedures, consistent with established policies and Board of Directors approval. Oversees the adequacy and soundness of the organization's financial structure. Reviews operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results. Represents the organization with major customers, shareholders, the financial community, and the public.

DUTIES AND RESPONSIBILITIES:

Demonstrates Competency in the Following Areas:

Responsible for all aspects of the operation of the hospital.

Implements all policies established by the Board of Directors; advises during the formation of such policies and reports on the implementation of such policies to the Board of Directors.

Develops and submits to the Board of Directors for approval a plan of organization for the conduct of the hospital and recommended changes when necessary.

Causes an annual budget to be prepared showing the expected revenue and expenditures as required by the Board of Directors.

Selects, employs, controls and discharges personnel and develops and maintains personnel policies and practices for the hospital.

Ensures maintenance of physical properties in good and safe state of repair and operation.

Supervises the business affairs of the hospital to ensure that funds are collected and expended to the best possible advantage.

Presents to the Board of Directors, and/or its committees, periodic reports reflecting the services and financial activities of the hospital and such special reports as may be required by the Board of Directors.

Oversees the Skilled Nursing Facility operations



Demonstrates Competency in the Following Areas:

Attends all meetings of the Board of Directors and its committees; serves as Ex Officio member of the Board of Directors.

Ensures that the hospital maintains licensing and quality patient care through the establishment of performance improvement monitoring programs and standards.

Prepares a plan for the achievement of the hospital's specific objectives and mutually established goals and periodically reviews and evaluates such plan. Said plan shall at all times reflect the hospital's mission statement and be in accordance with the ethics and goals of the hospital.

Act as a liaison between the hospital and the medical staff and represents the hospital at external functions.

Performs other duties that may be necessary or in the best interest of the hospital.

Professional Requirements:

Adheres to dress code, appearance is neat and clean.

Completes annual education requirements.

Maintains regulatory requirements, including all state and federal regulations.

Maintains and ensures patient confidentiality at all times.

Reports to work on time and as scheduled.

Wears identification while on duty.

Attends annual review and performs departmental in-services.

Works at maintaining a good rapport and a cooperative working relationship with physicians, departments and staff.

Represents the organization in a positive and professional manner.

Attends committee, CQI and management meetings, as appropriate.

Resolves personnel concerns at the departmental level, utilizing the grievance process as required.

Ensures compliance with policies and procedures regarding department operations, fire, safety and infection control.

Effectively and consistently communicates administrative directive to personnel and encourages interactive departmental meetings and discussions.



Professional Requirements:

Complies with all organizational policies regarding ethical business practices.

Communicates the mission, ethics and goals of the facility, as well as the focus statement of the department.



Regulatory Requirements:

- Recent experience as Administrator of an acute hospital.
- Licensed Nursing Home Administrator (or willingness to obtain within 12 months)
- Master's Degree in healthcare administration or related field.
- Financial expertise in hospital fiscal management.
- Ability to work cooperatively with physicians.

Language Skills:

- Able to communicate effectively in English, both verbally and in writing.
- Additional languages preferred.

Skills:

- Basic computer knowledge.

Physical Demands:

- For physical demands of position, including vision, hearing, repetitive motion and environment, see following description.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising patient care.

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I have received, read and understand the Position Description/Performance Evaluation above.

Name/Signature

Date Signed



DESCRIPTION OF PHYSICAL DEMANDS

JOB TITLE: Executive Director	DEPARTMENT: Administration
MANAGER SIGNATURE:	DATE:

CHECK APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS TO BEST DESCRIBE THE EXTENT OF THE SPECIFIC ACTIVITY PERFORMED BY THE STAFF MEMBERS IN THIS POSITION

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities
Show the amount of time by checking the appropriate boxes below.

		— Amount of Time —			
		None	up to 1/3	1/3 to 1/2	2/3 and more
Stand:					
Walk:					
Sit:					
Talk or hear:					
Use hands to finger, handle or feel:					
Push/Pull:					
Stoop, kneel, crouch or crawl:					
Reach with hands and arms:					
Taste or smell:					

Specific demands not listed: _____

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

		— Amount of Time —			
		None	up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds:					
Up to 25 pounds:					
Up to 50 pounds:					
Up to 100 pounds:					
More than 100 pounds:					

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements



WORK ENVIRONMENT

This job requires exposure to the following environmental conditions. Show the amount of time by checking the appropriate boxes below.

— Amount of Time —

	None	up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non-weather):				
Work near moving mechanical parts:				
Fumes or airborne particles:				
Toxic or caustic chemicals:				
Outdoor weather conditions:				
Extreme cold (non-weather):				
Extreme heat (non-weather):				
Risk of electrical shock:				
Work with explosives:				
Risk of radiation:				
Vibration:				

The typical noise level for the work environment is:

Check all that apply.

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear patient call
- Ability to hear instructions from physician/department staff

REPETITIVE MOTION ACTIONS

— Number of Hours —

	0	1-2	3-4	5-6	7+
Repetitive use of foot control					
A. Right only					
B. Left Only					
C. Both					
Repetitive use of hands					
A. Right only					
B. Left Only					
C. Both					
Grasping: simple/light					
A. Right only					
B. Left Only					
C. Both					
Grasping: firm/heavy					
A. Right only					
B. Left Only					
C. Both					
Fine Dexterity					
A. Right only					
B. Left Only					
C. Both					



PERFORMANCE EVALUATION CONTINUATION PAGE

Staff Member: _____ Job Title: _____

Performance Evaluation Score:

of total points achieved

68 – 76 points exceeds standards

38 -- 67 points meets standards

0 – 37 points needs improvement

72 points possible

Manager's Comments:

Recommended Goals/Actions:

Staff Member Comments:

Actions Recommended by Department Manager:

Performance Review Only

Salary Increase: _____

Next Performance Review on: _____

Salary Increase Denied

Staff Member Signature

Date

Department Manager Signature

Date

Administrative Signature

Date



PERSONNEL MEMBER

ANNUAL PROFESSIONAL PERFORMANCE AND COMPETENCY EVALUATION

As a member of the Facility's personnel team, your comments and input are important to both the continuing development and quality provision of patient care and services of the institution. Your continued professional growth and job satisfaction are primary goals of the organization. The administrative team and your department supervisor are interested in your comments regarding the following:

1 - 5
(1 = poor, 5 = excellent)

1. How would you rate your current job satisfaction level? _____
2. How would you rate your current job performance? _____
3. How would you rate the organization's provision of personnel benefits? _____
4. How would you rate the organization's provisions for personnel continuing education? _____
5. How would you rate the organization's physical working environment? _____
6. How would you rate the organization's emotional working environment? _____
7. List your professional goals: _____

8. List any departmental goals that may differ from professional goals (include educational and performance goals): _____

9. Is there anything the organization can do to help you achieve any of these goals? _____
10. If so, please describe: _____

11. Comments you feel may assist the organization with improving personnel satisfaction levels:



Note: This organization pledges to utilize information provided for the sole purpose of improving personnel satisfaction and assisting the author with achievement of advanced personal and/or professional growth.

Privacy Standards – HIPAA Manual

Use and disclose protected health information only as authorized in their job description or as authorized by a supervisor.	2	1	0
Conduct oral discussions of personal health information with other staff or with patients and family members in a manner that limits the possibility of inadvertent disclosures.	2	1	0
Complete privacy training (see section 1.3)	2	1	0
Report suspected violations of a business associates’ contractual obligations to safeguard protected health information (see section 1.7)	2	1	0
Report suspected violations of the policies and procedures established in this manual by staff members as detailed in section 1.6	2	1	0