

DIVISION SCOPE OF SERVICE

Division: MIDAMERICA

Classification: PROGRAM DIRECTOR-REHAB

Applicant Name:

Program Director-Rehab:

The Program Director-Rehab must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.

Definition of Care or Service:

The Program Director-Rehab provides the leadership to effectively grow the rehab unit by ensuring clinical excellence, operating efficiency and financial strength. This includes leadership in developing a strong rehab team and partnership with Medical Director and medical staff to ensure the clinical excellence and operational performance of the rehabilitation unit. The Rehab Program Director is also responsible for designing, developing and implementing a strategic plan to ensure the success of the rehab unit's clinical, financial and overall operating performance and successful growth. The Rehab Program Director directs, administers and coordinates the overall operations of the unit, including the goals and objectives established by the Chief Executive Officer of the Hospital. Scope of service may include:

- Provide day-to-day leadership within the organization, including advice, guidance, direction and authorization to achieve the clinical and financial goals and objectives of the organization;
- Design, develop and implement a strategic plan that focuses on clinical excellence, financial performance and market and business development in collaboration with the Rehab Medical Director and manages and directs the rehab unit toward the goals of the plan. Includes effective measures that raise community awareness of services offered by the program.
- Create and maintain proper operational controls, administrative and reporting procedures and systems to meet and exceed the clinical and financial goals of the organization included in the strategic plan;
- Oversee the adequacy and soundness of the unit's financial performance, including reviews of operating results, comparing them to established objectives and takes steps to ensure appropriate measures are taken to correct unsatisfactory results;
- Motivate and lead a high performance team; attract and recruit and retain required members of the team not currently in place and providing mentoring as needed;
- Cultivate positive relationships with and maintain an environment of collaboration and cooperation at all levels of the organization, including the Medical Staff and the Hospital executive team;
- Positively and professionally represents the unit with internal and external customers, other shareholders, and the public;
- Ensure that all activities and operations are carried out in compliance with local, state, and federal regulation, Joint Commission standards, the Hospital Compliance Plan and all laws governing healthcare operations;
- Supports the Hospital's Continuous Quality Improvement Plan and measures effectiveness on that plan to demonstrate clinical excellence;
- Ensures the implementation of Hospital policies and patients' rights and responsibilities;
- Responsible for establishing and implementing a safe working environment that meets all licensure, regulatory, and accreditation requirements;
- Provides timely, accurate and complete reports on the operations of the unit, including, but not limited to, measures and effectiveness of achieving operational performance as defined in the strategic plan.



DIVISION SCOPE OF SERVICE

- Maintains regulatory requirements, including all state, federal, Joint Commission and Hospital Compliance Plan.
- Maintains cooperative working relationship and good rapport with Medical Staff, hospital departments and staff and other organizations or entities related to hospital business.
- Represents the organization in a positive and professional manner.
- Communicates the mission, ethics and goals of the organization at all levels of the organization.
- Ability to clearly and effectively communicate with all constituents (patients, families, peers, and other healthcare team members) as needed for leadership, assessment, intervention, and professional development.
- Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.

Setting(s):

- Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices

Supervision: Department Director

Evaluator: Department Director

Tier Level: 2

eSAF Access Required: YES

Qualifications:

- Bachelor's degree or higher

Preferred Qualifications:

- Degree in health administration, business administration, management, public health, or public administration is preferred
- Master's Degree or equivalent in healthcare administration or related field preferred

NOTE: Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.

State Requirements:

- N/A

Experience:

- N/A

Preferred Experience:

- At least 2 years of experience in health finance, law, ethics, economics, human resource management, information systems, or business preferred

Competencies:

The Program Director will demonstrate:

- Accurate patient information review and evaluation
 - Uses at least two ways to identify patients before meeting with the patient and family unit
 - Accesses the patient medical record appropriately
- Basic Communication & problem solving skills
- Strong organizational skills
- Strong computer skills
 - Microsoft office
 - Specific hospital programs
- Infection Prevention



DIVISION SCOPE OF SERVICE

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| <ul style="list-style-type: none">○ Practices consistent hand hygiene○ Uses personal protective equipment (PPE)○ Complies with Isolation precautions○ Required immunizations per Division requirement |
| References:
N/A |
| Document Control: <ul style="list-style-type: none">• Content updates 1/3/2017• Cosmetic updates 11/18/2019 |

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____