

JOB DESCRIPTION

TITLE: REHAB DEPARTMENT SUPERVISOR

REPORTS TO: REGIONAL MANAGER

JOB SUMMARY

To plan, organize, develop and direct the overall operation of the physical, occupational and speech therapy departments in accordance with the current federal, state and local standards, guidelines and regulations and all policies and procedures.

QUALIFICATIONS

- Licensed, certified or registered to practice in the State as a physical therapist, physical therapist assistant, occupational therapist, occupational therapist assistant, or speech/language pathologist and all necessary credentials are current.
- Must have at least two years experience in the respective therapeutic field
- Must have excellent communication skills.
- Must have the ability to work independently and make decisions when circumstances warrant such actions
- Must have the ability to effectively communicate with patients, family, staff, visitors, physicians, and Management
- Must be a full-time employee at the specific site and be physically able to meet the demands of the position

RESPONSIBILITIES

I Ensure the provision of therapy services are in accordance with the Company Mission and Goals

- Oversee therapy staff to ascertain the provision of high quality skilled rehabilitative services at every patient contact
- Oversee therapy staff to ascertain that they are professional, courteous and respectful of all residents, their environment and their culture
- Oversee quality therapy services, including assessment, intervention, program planning and implementation, discharge planning and related documentation and communication in accordance with the job description of their respective discipline and the overall department

II Maintain the standards for rehabilitation services

- Ensure that the rehab services provided are in compliance with the APTA, AOTA and ASHA Code of Ethics
- Maintain the policies and functions of professional services in accordance with the mission & goals of the facility
- Maintain an adequate inventory of materials, equipment and supplies that are needed to provide high quality rehab services
- Oversee the maintenance of a neat and well-organized therapy department
- Complete or oversee timely completion of competency checks for all Rehab staff
- Oversee therapy staff regarding OSHA rules and guidelines being followed with every patient contact
- Promote / model best practices within the department with all staff.

III. Perform administrative duties necessary for the day-to-day operations of the rehab department

- Monitor that any resident appropriate for a screen is scheduled and screen is completed timely
- Identify all new rehab admissions, oversee verification & authorization of insurance in order to determine coverage for direct therapy services.
- Monitor that all patients are evaluated timely & scheduled appropriately throughout their stay.
- Monitors/Tracks timely completion of MD signatures on POC & filing in EMR
- Ensures accuracy of payer sources for each case in EMR including monthly reverification
- Maintain an appropriate number of qualified professional personnel to handle the needs of the rehab department on a day to day basis, maintaining appropriate therapist to assistant ratio, triaging schedule, and requesting assistance only when needed
- Monitor that all patients receive the appropriate level of care and communication of minutes is completed within facility time frame
- Oversee the accurate completion and timely dissemination of all therapy documentation and interoffice communication forms
- Monitor the appropriate use of group, concurrent and co-treatment as appropriate
- Weekly monitoring of all reports and oversee any delinquencies are completed
- Timely completion of weekly & monthly closeouts for billing purposes including triple check
- Oversee the department hours are in accordance with facility requests
- Maintain an equipment directory to track all department equipment loaned to patients
- Attend or send a representative from the department to all mandatory facility meetings and in-services

IV Develop a good rapport with the patient, patient's family members and third party payors and others involved in the total management of the patient

- Oversee the timely communication of updates and discharge planning information to HMO case managers and the entire interdisciplinary team.
- Provide the patient and family with needed information regarding the role of physical, occupational or speech therapy and the benefit to the patient's health status as requested
- Explain all treatment procedures in understandable terms to the patient and family and address any concerns they may have
- Maintain communication between therapy department, Regional Manager and all facility staff

V Supervise, evaluate, and coordinate all rehabilitation services within the nursing home therapy department

- Supervise rehab staff and manage department efficiency / staff productivity
- Conduct staff meetings to discuss policy changes, facility/pt info or concerns and staff issues as needed
- Maintain an adequate number of qualified professional personnel in most cost-efficient manner to handle the needs of the rehab dept keeping HR/Regional aware of need to hire or any changes in staff status
- Complete probationary and annual performance appraisals for all Rehab staff
- Orient new staff to all aspects of their job and facility particulars
- Complete all monthly survey preparation items in a timely manner
- maintain staff vacation schedules as per policy
- Address all personnel issues with individual rehab staff in a professional manner within a private setting, & ensure all appropriate issues are documented and filed in personnel file
- Maintain all department metrics and enforce strategies to achieve optimal data.

Signature: _____ Date: _____