

JOB DESCRIPTION

TITLE: REHAB DEPARTMENT SUPERVISOR

REPORTS TO: DIRECTOR OF REHAB, SNF DIVISION

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 CPT policies and procedures.

QUALIFICATIONS

- Licensed, certified or registered to practice in the State of Illinois as a physical therapist, physical therapist assistant, occupational therapist, occupational therapist assistant, or speech/language pathologist and all necessary credentials are current as per CPT policy.
- 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 CPT Management
- Must be a full time employee at the specific site and be physically able to meet the demands of the position

RESPONSIBILITIES

I Adhere to the policies and procedures for the provision of therapy services in accordance with the goals of CPT and Nursing Home

- 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 courteous to all patients and respectful of them, 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

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 goals of CPT/Nursing Home
- Attend or send a representative from the department to all mandatory facility meetings and in-services
- 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
- oversee therapy staff regarding OSHA rules and guidelines being followed with every patient contact

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 that verification of insurance coverage occurs in order to determine appropriateness for direct therapy services, and monitor that all patients are scheduled appropriately
- maintain an appropriate number of qualified professional personnel to handle the needs of the rehab department on a day to day basis including weekends utilizing therapists appropriately, triaging schedule, and contacting staffing coordinators only as appropriate
- monitor that all Medicare A patients meet the required minutes on a weekly basis to maintain their RUG level
- oversee the accurate completion and timely dissemination of all therapy documentation and interoffice communication forms
- weekly monitoring of the computer reports and oversee any delinquencies are completed
- oversee the department is open by 9am and ending therapy no later than 6pm
- maintain an HMO directory which includes HMO residents, providers and case managers as well as HMO authorization #'s for therapy services
- maintain an equipment directory to monitor all department equipment loaned to patients

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, social services and therapies for involved residents
- 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, Nursing Home staff and CPT

V Supervise, evaluate, and coordinate all rehabilitation services

- supervise rehab staff and oversee the efficiency of staff productivity
- maintain patient schedules for weekday and weekend rehab staff
- conduct staff meetings to discuss policy changes, facility/patient complaints and staff issues as needed
- update CPT/Nursing Home Policy and Procedure manual as directed by Clinical Coordinator
- maintain an adequate number of qualified professional personnel to handle the needs of the rehab department keeping the Human Resource Coordinator abreast of further need for new hires
- complete probationary and annual performance appraisals for all rehab staff
- orient new staff to the particulars of the Nursing Home
- monitor the appropriate use of therapy techniques on a weekly basis for all staff
- complete chart audits on a quarterly basis for all rehab staff
- maintain staff vacation schedules as per CPT policy
- address all personnel issues with individual rehab staff in a professional manner within a private setting and notify SNF Director as needed

Signature: _____