

[Name of Facility]

REHABILITATION DIRECTOR

JOB DESCRIPTION	
Department	Rehabilitation
Reports to	Administrator
Reporting to this position	All Registered Therapists, Therapy Assistants, Therapy Aides
Job Classification	Administrative/Leadership/Management
Position Purpose	Leads, guides and directs the delivery of rehabilitative services in the facility in accordance with local, state and federal regulations, standards and established facility policies and procedures to provide appropriate care and services to residents.

Required Qualifications

The Rehab Director must possess:

- ❖ A valid, unrestricted license in his/her therapy discipline in the state.
- ❖ Meet educational requirements of his/her licensure requirements.
- ❖ Valid driver's license in the state of employment.
- ❖ Must have at least three (3) years of experience in a supervisory role in a hospital, nursing home, or other related health care facility.
- ❖ Knowledgeable of skilled nursing home regulations, procedures, laws, regulations and guidelines pertaining to long-term care.

Major Duties and Responsibilities

Plans, develops, organizes, implements, evaluates and directs the overall operation of the rehabilitation department as well as its programs and activities, in accordance with current state and federal laws and regulations; and respective practice act(s) in the state.

Plans, develops, organizes, implements, evaluates, and directs the execution of rehabilitation services ensuring such services are provided in accordance with physician's orders and American Physical Therapy Association (APTA), American Occupational Therapy Association (AOTA), and American Speech-Language-Hearing Association (ASHA) in accordance with guidelines issued by the governing body and its respective affiliate state chapter.

Identifies, in conjunction with the Director of Nursing and Administrator, the facility's key performance rehabilitation indicators. Establishes an ongoing system to monitor these key indicators such as the Quality Assurance and Performance Improvement process in the rehabilitation department.

Evaluates key performance indicator outcomes in the rehabilitation department with treating therapists and relevant department leaders to determine the need for action such as re-education or revisions related to the facility's outcomes, regulatory compliance, practice act(s) and/or customer satisfaction.

Develops and implements processes and systems to effectively lead, guide and direct the delivery of rehabilitation services including but not limited to processes for the timely screening, evaluation, treatment, discharge and all associated documentation requirements for residents in the facility.

Ensures that all therapists are appropriately documenting, billing and coding for residents receiving therapy.

Ensures resident information needed for the resident assessment instrument is provided such as functional abilities and goals, functional status, range of motion, balance during transitions and walking, therapy minutes and distinct calendar days, etc. during the defined observation period(s).

Participates as a qualified clinician for the interdisciplinary determination of the resident's usual performance in a functional assessment as required by facility policy (RAI User's Manual) for Part A, Medicare Advantage residents upon admission, interim and at time of discharge.

Provides and reviews all therapy documentation for accuracy, timeliness and thoroughness in conjunction with facility payment audits according to the criteria established in the Medicare Benefit Policy Manual, Chapter 8.

Develops and implements processes and systems to ensure therapy equipment is stored, used and sanitized, disinfected and/or cleaned properly and safely in the facility.

Serves as the facility's rehabilitation representative and spokesperson to the public as well as in the professional arenas. In so doing, must periodically successfully deliver a confident, concise, message on a variety of topics that is understood by a wide range of persons with diverse backgrounds and levels of education.

Leads and coordinates daily, weekly, and/or monthly rehabilitative and interdisciplinary team meetings to discuss residents' therapy progression in relation to discharge planning for residents receiving therapy services.

Ensures that all therapists adhere to the state practice guidelines in his/her discipline as defined by the State of _____ Practice Act(s). Also ensures all therapists maintain appropriate conduct and follow practice guidelines as defined by their professional association.

Ensures each therapist knows how to access the state practice act and their professional association standards.

Develops and maintains positive relationships with residents, employees, and family members through scheduled, deliberate positive interactions with them using face to face, phone, or other means of communication.

Evaluates work performance of therapists in the department and maintains accountability in concert with applicable standards of practice, by-laws, and code of conduct for each therapy discipline.

Facilitates, serves, attends or participates in various committees of the facility as necessary.

Knows and understands the purpose and requirements for scope of work and supervision requirements as defined by the *(physical, occupational, speech-language pathology and audiology) therapy practice act* in each state.

Ensures delivery of compassionate quality care and services across the rehabilitation spectrum as evidenced by adequate, and competent therapy staff, department turnover, general cleanliness of therapy gyms/offices, and optimal resident functioning and satisfaction with rehabilitation services provided.

Identifies and collaborates with members of the interdisciplinary team, physicians, consultants, and community agencies to identify opportunities for enhanced services to the residents and/or resolve issues.

Recruits talented, qualified therapists in conjunction with Human Resources to fill positions as a key factor in building and maintaining a strong and capable rehabilitation team.

Knows employees in the rehabilitation department and across all departments by name in order to effectively communicate and meet resident needs as well as the maintenance, environmental, and miscellaneous related needs of the rehabilitation department.

Promotes teamwork, mutual respect, and effective communication. Promotes positivity and active daily problem solving.

Leads budget development bi-annually.

Makes written and oral reports/recommendations to the administrator concerning the operation of the rehabilitation department.

Leads, guides and directs the rehab department's readiness related to health inspection surveys, Occupational Safety and Health Administration (OSHA) surveys, and any other regulatory entity or requirement.

Reads and stays informed regarding regulatory, scope of work and supervision requirements as defined by the therapy practice act(s), business practices and other changes influencing rehabilitation outcomes.

Promotes safe work practices, safety rules, and accident prevention procedures to prevent resident/employee injury and illness.

Additional Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines, and relevant practice act(s).
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Participates in all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.
- ❖ Reports work-related injuries and illnesses immediately to designated staff member.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.

Personal Skills and Traits Desired/Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able and willing to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Contributes to and exemplifies team work.
- ❖ Makes independent decisions when circumstances warrant such action.
- ❖ Possesses leadership, supervisory skills and willingness to work harmoniously with and supervise other personnel.
- ❖ Successfully follows oral and written instructions.
- ❖ Successfully relays information concerning residents, employees or any given subject matter.
- ❖ Willing to cope with the mental and emotional stress of the position.
- ❖ Communicates with medical, nursing staff, and all departments.
- ❖ Accepts call-backs during emergency conditions.
- ❖ Works in office and throughout the facility.
- ❖ Willing to work to task completion in spite of frequent interruptions.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Board of Managers, Board of Directors, and/or President of the company. Periodic revision may be necessary to reflect changes in expectations placed on long term care by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and [insert state civil rights law], it is the policy of [Facility Name] to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact [include name and/or department, telephone, and e-mail address].

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Rehabilitation Director at *[Name of Facility]*.

Employee's Signature

Date

Administrator's Signature

Date