

COORDINATOR OF CONTINUED PATIENT CARE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the Coordinator of Continued Patient Care is responsible for assuring continued health care of patients discharged from hospital to home care provided by community health agencies. The work also involves providing in-service education related to continued care. Supervision is exercised over a small number of subordinate employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Promotes, encourages and assists with referrals of clinic and hospitalized patients to the appropriate official or voluntary home care facility;

Arranges for the evaluation of the home environment prior to the patient's hospital discharge to determine physical and social adequacy;

Transmits written orders concerning patient's home care to the professional personnel providing such care;

Arranges for provision of equipment for adequate home care;

Arranges, if needed, for the return to the hospital of home-care patients;

Interprets to professional hospital personnel the services and facilities provided by appropriate health agencies and hospital facilities and policies related to home care;

Participates in appropriate in-service training and educational activities with respect to home care for professional staffs of hospitals, and community health agencies; and for patients and their families;

Works in a multi-department sponsored clinic within the hospital setting in providing specialized care for selected patients;

Establishes and maintains a variety of statistical and clinical records of other hospital and community health agency referrals;

Participates in relevant research studies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Public Health nursing theory and practice; thorough knowledge of the services provided by community health facilities and hospitals; good knowledge of current trends in the fields of medicine, nursing and education and their implications for planning continuity of patient care; knowledge of federal, state and local laws as they pertain to home care of patients; ability to apply nursing

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continued)

techniques; ability to establish and maintain effective relationships with patients, their families, professional associates and the general public; ability to speak effectively on health topics with groups of various backgrounds; ability to keep records and make reports; tact; good professional judgment; emotional stability; initiative and resourcefulness; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's or Master's Degree* in Nursing or Nursing Education and completion of a course in supervision on a graduate level and two years of experience as a Public Health Nurse under adequate public health nursing supervision.

SPECIAL REQUIREMENTS: Candidate must be licensed or eligible for licensure as a registered professional nurse in New York State.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.