

# JOB DESCRIPTION

## PRACTICE ADVANCEMENT SPECIALIST

DEPARTMENT: QUALITY IMPROVEMENT AND UTILIZATION  
REPORTS TO: DIRECTOR OF QI AND EDUCATION

### POSITION SUMMARY:

The purpose of this position is to assess, monitor and advance clinical practices, particularly in the areas of compliance, documentation, PPS and OASIS, case management including utilization review, and critical thinking. This person works collaboratively with the QI Director and the Director of Patient Care Services providing information regarding OASIS competency and care coordination capabilities of the geographic team members.

### ESSENTIAL JOB FUNCTIONS:

- Establishes and monitors a team-based Compliance Program, focusing on issues such as fraud detection and prevention, adherence to federal and state regulations, The Joint Commission and applicable clinical practice standards, and LMVNA policies and procedures.
- Performs OASIS competency testing for all geographic team clinicians who perform OASIS assessments.
- Reviews OASIS documentation and Plans of Care (485s) with assistance of other PI staff as needed and communicates with individual staff members regarding discrepancies and/or errors and tracks and trends individual staff performance for education and training purposes.
- Facilitates regularly scheduled weekly patient case conferences for each team.
- Works with clinicians and the clinical supervisors to make recommendations for care plan, nursing frequency and duration, and order of other disciplines.
- Exemplifies effective communication skills that includes communication with staff in a direct and effective manner, role models and facilitates interdisciplinary communication, addresses conflict at its source, seeks and adapts feedback and constructive criticism from staff, colleagues, patients, and referral sources. Communicates findings, issues and problems regarding compliance, documentation and clinical practice to the QI Director and the Director of Patient Care Services.
- Monitors quality of documentation for team of clinicians and for implementing strategies to improve clinical documentation; monitors medical record for timeliness completion.
- Identifies and monitors indicators of compliance, quality documentation, and clinical outcomes. Responsible for implementing strategies to improve clinical outcomes when indicated.

**PRACTICE ADVANCEMENT SPECIALIST**

- Uses available data to track utilization and outcome information that is patient and staff specific.
- Provides input and participates in on going staff competency and evaluation of performance with the Director of Patient Care Services.
- Participates in team-based orientation of new staff. Educates new hires on how to do start of care visits.
- Exemplifies collaborative attitude and skill, including: demonstrates ability to function as a consultant, demonstrates and role models ability to negotiate integrity – preserving compromise, recognizes and respects perspective and expertise of others, respects others' time and the constraints on it, demonstrates professional self-confidence.
- Promotes and facilitates understanding of the fiscal impact of all clinical practices and documentation. Promotes cost effective clinical and documentation practices. Maintains knowledge of third party reimbursement requirements and regulation.
- Maintains a positive and respectful attitude.
- Performs other duties as assigned and complies with all policies of LMVNA.

**EDUCATION / PROFESSIONAL REQUIREMENTS:**

Demonstrates a depth of clinical knowledge and home care.

Two to three years of home care practice.

Comprehensive knowledge of Medicare Prospective Payment System and fraud issues in home care.

Demonstrates collaborative attitude and skill in problem solving.

Proficient computer skills

OASIS certified or obtained within reasonable timeframe as determined by the Director of the department.

Previous PI/QI experience preferred.

Registered Nurse with current California RN License (BSN preferred), or a Physical, Occupational or Speech Therapist with a current California license.

**PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment.

Physical: primary functions require sufficient physical ability and mobility to work in an office setting.

**PRACTICE ADVANCEMENT SPECIALIST**

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to work frequently with interruptions.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly or quickly.
- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard frequently.
- Must be able to work alone frequently.
- Must be able to work frequently with VDTs/computers.
- Must be able to sit frequently.
- Must be able to stand occasionally.
- Must be able to stoop, bend, reach, twist, crouch, and kneel occasionally.
- Must be able to lift an object up to 35-50 lbs. raising or lowering it from one level to another occasionally.
- Must be able to transport an object up to 25-34 lbs. usually holding it in the hands or arms for 100 ft. occasionally.
- Must be able to level lift an object up to 35-50 lbs. occasionally.
- Must be able to lift overhead an object up to 11-24 lbs. occasionally.
- Must be able to push/pull an object up to 25-34 lbs. occasionally.
- Must be able to drive auto equipment frequently.
- Must be able to work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.) occasionally.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to have hand exposure to the public and staff occasionally.
- Must be able to frequently work in a fast pace office with frequent interruptions and meeting deadlines.

**PRACTICE ADVANCEMENT SPECIALIST**

- Must be able to see in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.
- Hands – repetitive motion constantly.
- Hands – fine manipulation constantly.
- Hands – gross manipulation frequently.
- Grasping: Right – simple grasp occasionally.  
Left – simple grasp occasionally.  
Right – firm grasp occasionally.  
Left – firm grasp occasionally.

*Simple grasp = under 50 lbs.*

*Firm grasp = over 50 lbs.*

- Foot pedals – use foot pedals on bed lock, lift chairs, etc., occasionally.

**ENVIRONMENTAL REQUIREMENTS (possible exposure to):**

- Blood/body fluids occasionally.
- Working with moving machinery/equipment; i.e., Hoyer lift occasionally.
- Aerosol transmissible diseases occasionally.
- Other potentially infectious material (OPIM) occasionally.

*Occasionally = 1 – 33%*

*Frequently = 34 – 66%*

*Constantly = 67 – 100%*

**STANDARD OF PERFORMANCE AND ACCOUNTABILITY:**

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

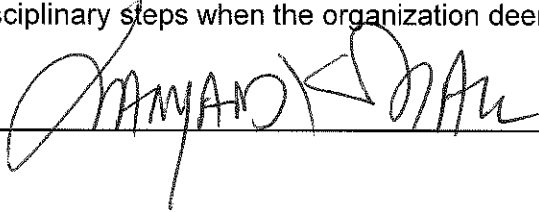
All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

PRACTICE ADVANCEMENT SPECIALIST

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.

\_\_\_\_\_  
President



\_\_\_\_\_  
Date

3-25-16

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date