

Orientation Packet
Section X
Job Descriptions

Abundant Life Home Health Agency Orientation Packet Section X

Position: Registered Nurse Case Manager

Reports to: Director of Nurses

Revised: 01/12/2012

Job Summary: Demonstrate good leadership, communication, and writing skills. Demonstrate proficiency in the use of Oasis to develop optimal level of patient care under physician orders. Enforce the policies and procedures of the agency. Follows Medicare and Medicaid regulations set forth by the federal government. Follow state and federal laws as applicable and mandated.

Qualifications/Educational Requirements:

1. Be a registered nurse (R.N.).
2. Minimum of two years experience in direct patient care.
3. Ability to relate positively and favorably with patients and staff.
4. Demonstrate good oral and written communication along with good documentation skills.

Responsibilities/essential job functions: Incumbent must be able to perform the following essential job functions - with or without reasonable accommodations.

1. Demonstrate efficient teamwork with the staff.
2. Demonstrate competence in documenting with Oasis. *
3. Coordinate care for the patient. *
4. Understand and perform the admission process plan of care. *
5. Coordinates services and schedules patient visits.
6. Supervise LPN and HHA field staff as indicated. *
7. Provide in-service education per DON direction.
8. Attend seminars, conferences, workshops, and self-studies in areas that will enhance position (e.g. leadership, communication, geriatric care, and pediatric care).
9. Follow Medicare and Medicaid regulations. *
10. Observe, assess, and document patient symptom and progress. *

Abundant Life Home Health Agency Orientation Packet Section X

11. Perform the initial home care visit and re-evaluate patient needs and progress when needed. *
12. Notify physician of change in the patient's condition. *
13. Coordinate and monitor all patient care and services. *
14. Complete paperwork timely and efficiently. *
15. Maintain patient records according to policy and procedure. *
16. Educate patients and caregivers on disease process, medications, plan of care, and treatment plans according to the policy and procedure manual. *
17. Follow infection control policy in and out of the office. *
18. Provide quality of care to patients in their homes according to policy and procedures. *
19. Participate in the on-call schedule. *
20. Participate in and support quality improvement programs.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;

Abundant Life Home Health Agency Orientation Packet Section X

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Medical Social Worker (Masters Level) (MSW)

Reports to: Director of Nursing

Revised: 01/12/2012

Job Summary: Responsible for the provision, direction, supervision and evaluation of medical social services to clients in the home environment, in accordance with agency policies and procedures, applicable health standards, governmental laws and regulations. Proactively meet the needs of and assist the client in the achievement of individualized and measurable outcomes.

Qualifications/Educational Requirements:

1. Masters Degree from a school accredited by the Council on Social Work Education of Social Work with a current license.
2. Excellent organization and communication skills.
3. Minimum of one year social work experience in a healthcare setting.
4. Excellent interpersonal and analytical skill.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Instruct, treat, observe and evaluate clients with significant social and emotional situations affecting their health status. *
2. Use special skills and judgment to resolve adverse social and emotional responses connected with the illness. *
3. Report any changes in client's condition and response to treatment to supervisor and the physician. *
4. Participate in development and re-evaluation of POC for clients needing MSW. *
5. Instruct and counsel the client and family in treating and coping with the social and emotional responses to illness. *
6. Provide ongoing assessment of needs. *
7. Participate in discharge planning. *

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

8. Participate in care coordination activities and act as resource to other team members in identification and resolution of client needs. *
9. Use appropriate community resources.
10. Attend, participate in and/or conduct internal staff development programs, obtain CEU's as required by regulations. *
11. Participate in staff meetings, in-service programs and Utilization reviews. *
12. Review LSW documentation for accuracy with plan of care and cosigns. *
13. Supervise Bachelor's level social workers.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and

Abundant Life Home Health Agency Orientation Packet Section X

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Administrator / Alternate Administrator

Reports to: Board of Directors / Owners / Officers

Revised: 01/12/2012

Job Summary: Act as liaison between the Owners/Officers, the staff and the community. Responsible for the daily operations and quality of the home health agency. Maintain a leadership role for the planning and achievement of objectives that are consistent with the company, business and financial goals.

Qualifications/Educational Requirements:

5. Is a licensed Physician; or
6. Is a Registered Nurse; or
7. Has training and experience in health service administration and at least 1 year of supervisory or administrative experience in home health care or related health programs. Other related health programs may include a hospital, nursing facility or hospice.
8. Excellent oral and written communication and presentation skills.
9. Professional demeanor and appearance.
10. Proficient skills to promote excellent client relations and customer skills.
11. People management skills and the ability to network and manage a team.
12. Excellent organizational and time management skills.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Develop company and organizational goals.
2. Remain informed and educated about home health regulations and standards as well as management issues. *
3. Promote interdepartmental cooperation and communication, which may result in mediation of faculty/staff disputes.
4. Develop employee excellence through recruitment, retention, training, motivation and reward.
5. Establish performance goals with supervisors and evaluate their performance.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

6. Participate in strategic, short-range, and long-range planning for educational, patient care, research, revenue, and public relations programs. *
7. Manage, control, coordinate, and supervise the fiscal activities of the agency, including funding development, budget negotiations, generation of patient care revenue, and contract preparation, negotiation, and approval. *
8. Coordinates special department activities, including conferences, workshops, and other functions.
9. Monitor the record system and statistical reporting system for proper documentation, planning and evaluation.
10. Develop policies focused on patient care in collaboration with the staff and the owners/officers
11. Develop employee excellence through recruitment, retention, training, motivation and reward. *
12. Oversee care delivery and patient outcomes to ensure that care meets the patients' needs. *
13. Monitor and take reasonable steps to ensure:
 - a. Patient rights are exercised. *
 - b. Compliance with applicable Federal, State and Local laws and professional standards are maintained.*
 - c. Compliance with established policies and procedures.*
 - d. Compliance with the patient's plan of care.*
14. Ensure that the numbers and qualifications of personnel available to provide and supervise services are sufficient to implement the plans of care and treatment to meet the medical, nursing and rehabilitative needs of the patients.*
15. Assure accuracy of public information material and activities. *
16. Implement performance improvement priorities.
17. Complete a minimum of six (12) clock hours per year of continuing education in subjects related to the duties of the administrator. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent frequently travels to a variety of field sites and performs code compliance work in outside weather conditions.

Abundant Life Home Health Agency Orientation Packet Section X

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Registered Dietitian

Reports to: Director of Nursing

Revised: 01/12/2012

Job Summary: Responsible for optimizing the patient's nutritional status by providing medical nutrition therapy. The therapy may include identifying patients at nutritional risk, determining nutritional status through nutritional assessment, individualizing and recommending nutrition therapies (including diet modification and nutrition support). In addition, responsible for educating and counseling to promote nutritional health, and evaluating outcomes of medical nutrition therapy interventions.

Qualifications/Educational Requirements:

1. Graduate from accredited school with Bachelor's Degree in Dietetics of Food and Nutrition. Registered by the American Dietetic Association and Licensed Registered.
2. Two years of experience as a Clinical Dietitian is preferred.
3. Excellent interpersonal and analytical skills.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Obtain history and analyze assessment data of patients determined to be at moderate to high risk for malnutrition. Assess complex therapeutic nutrition/learning/ lifestyle change needs with consideration to religious, ethnic, and cultural practices. *
2. Plan, develop, and implement comprehensive nutrition therapy to include scope, frequency, duration, and outcome goals in accordance with standards of practice and the needs of the patient. Develop Plan of care in collaboration with patient/family and other team members. *
3. Make therapeutic alimentation (oral and enteral) recommendations to physicians and physician extenders.
4. Educate and counsel patient/care givers. *

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

5. Evaluate and document the intervention plan, progress towards goals, and modify goals and intervention methods as needed in accordance with the standards of practice and regulatory agency standards. *
6. Actively and constructively participate in service and interdisciplinary care conferences to support and contribute to the goals and vision.*
7. Collaborate with, and act as an essential resource to other health care professionals, service areas, and community agencies.
8. Remain current regarding reimbursement issues, corporate compliance and regulatory agency standards, and legislation regarding nutrition policy. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and

Abundant Life Home Health Agency Orientation Packet Section X

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Director of Nursing/Alternate Director of Nursing

Reports to: Administrator

Revised: 01/12/2012

Job Summary: Assume primary responsibility for clinical services provided by the Agency. Direct, coordinate and supervise all clinical functions. Maintains compliance with federal and state regulations as they apply to the provision of home visits to patients. Assure compliance with Agency Policy and Procedure. Monitor job performance and completion of evaluations and counseling of clinical staff.

Qualifications/Educational Requirements:

13. Be a registered nurse (R.N.) for at least two years.
14. Minimum of two years of management/supervisory experience.
15. Demonstrate knowledge and skills necessary to provide care primarily to the geriatric population, and to a lesser degree, the pediatric and adult population.
16. Professional demeanor and appearance.
17. Excellent oral and written skills.
18. Demonstrate organizational and leadership skills.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

18. Assure compliance with company policy and all federal, state, and local regulatory bodies. *
19. Supervise all clinical activities and staff related to nursing. Communicates and interacts with the Director of Rehab. *
20. Assist with recruiting, hiring, orienting and ongoing in-service education of all nursing staff.
21. Remain informed of home health regulations and standards as well as management issues.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

22. Accountable for all clinical issues. *
23. Provide guidance and support for supervisory, field and office staff.
24. Conduct employee performance evaluations. Assists with development of new job standards as needed.
25. Counsel staff appropriately and in a timely manner concerning areas of deficiency as well as areas of excellence and quality improvement.
26. Ensure coordination of care by all disciplines. *
27. Assure that a reassessment of a client's needs is performed by the appropriate health care professional (i.e. when there is a significant health status change in the client's condition at the physician's request or after hospital discharge.)
28. Ensure compliance with The Conditions of Participation. *
29. Participate in review, analysis and appraisal of the effectiveness of the total agency program. *
30. Participate in short and long range planning for the agency and implement specific measures for agency growth. Increase market share through education of physicians and other community and referral sources.
31. Participate in the evaluation of agency programs.
32. Participate in state, local and national organizations, meetings, seminars, workshops and activities relating to the home health profession and health care services.
33. Work with other agencies and promote good community relations through involvement in community events.
34. Assure service satisfaction through client visits and other measures, as appropriate. Investigate and resolve agency complaints related to nursing or other department if required.
35. Ensure care delivery meets the needs of the patients and follows professional practice standards.
36. Develop, implement, review and revise policies and procedures to guide care delivery. *
37. Monitor compliance with applicable Federal, State and Local laws, Professional Standards and principals, established policies and procedures and the plan of care. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Abundant Life Home Health Agency Orientation Packet Section X

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Certified Occupational Therapy Assistant (OTA)
Reports to: DON and Occupational Therapist (OT)
Revised: 01/12/2012

Job Summary: Provide skilled therapy intervention and treatments to patients in the home setting supervised by the Registered Occupational Therapist. Care includes providing direct patient care according to the treatment plan established by the registered OT. Careful monitoring of patient status, progress toward goals and compliance with physicians orders. Responsible for teaching patients and their caregivers while preparing the patient and family for discharge as appropriate.

Qualifications/Educational Requirements:

1. A person who—
 - (a) Meets all of the following:
 - (1) Is licensed, unless licensure does not apply, or otherwise regulated, if applicable, as an Occupational Therapy Assistant by the State in which practicing.
 - (2) Graduated after successful completion of an Occupational Therapy Assistant education program accredited by the Accreditation Council for Occupational Therapy Education, (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA) or its successor organizations.
 - (3) Is eligible to take or successfully completed the entry-level certification examination for Occupational Therapy Assistants developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).
 - (b) On or before December 31, 2009—
 - (1) Is licensed or otherwise regulated as an Occupational Therapy Assistant, if applicable, by the State in which practicing; or any qualifications defined by the State in which practicing, unless licensure does not apply; or
 - (2) Must meet both of the following:
 - (i) Completed certification requirements to practice as an Occupational Therapy Assistant established by a credentialing organization approved by the American Occupational Therapy Association.
 - (ii) After January 1, 2010, meets the requirements in paragraph (a) of this section.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601
Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

- (c) After December 31, 1977 and on or before December 31, 2007—
 - (1) Completed certification requirements to practice as an Occupational Therapy Assistant established by a credentialing organization approved by the American Occupational Therapy Association; or
 - (2) Completed the requirements to practice as an Occupational Therapy Assistant applicable in the State in which practicing.
 - (d) On or before December 31, 1977—
 - (1) Had 2 years of appropriate experience as an Occupational Therapy Assistant; and
 - (2) Had achieved a satisfactory grade on an Occupational Therapy Assistant proficiency examination conducted, approved, or sponsored by the U.S. Public Health Service.
 - (e) If educated outside the United States, on or after January 1, 2008—
 - (1) Graduated after successful completion of an Occupational Therapy Assistant education program that is accredited as substantially equivalent to Occupational Therapist assistant entry level education in the United States by—
 - (i) The Accreditation Council for Occupational Therapy Education (ACOTE).
 - (ii) Its successor organizations.
 - (iii) The World Federation of Occupational Therapists.
 - (iv) By a credentialing body approved by the American Occupational Therapy Association; and
 - (2) Successfully completed the entry-level certification examination for Occupational Therapy Assistants developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).
- A person who—
- (f) Meets all of the following:
 - (1) Is licensed, unless licensure does not apply, or otherwise regulated, if applicable, as an Occupational Therapy Assistant by the State in which practicing.
 - (2) Graduated after successful completion of an Occupational Therapy Assistant education program accredited by the Accreditation Council for Occupational Therapy Education, (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA) or its successor organizations.

Abundant Life Home Health Agency Orientation Packet Section X

- (3) Is eligible to take or successfully completed the entry-level certification examination for Occupational Therapy Assistants developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).
- (g) On or before December 31, 2009—
 - (1) Is licensed or otherwise regulated as an Occupational Therapy Assistant, if applicable, by the State in which practicing; or any qualifications defined by the State in which practicing, unless licensure does not apply; or
 - (2) Must meet both of the following:
 - (i) Completed certification requirements to practice as an Occupational Therapy Assistant established by a credentialing organization approved by the American Occupational Therapy Association.
 - (ii) After January 1, 2010, meets the requirements in paragraph (a) of this section.
- (h) After December 31, 1977 and on or before December 31, 2007—
 - (1) Completed certification requirements to practice as an Occupational Therapy Assistant established by a credentialing organization approved by the American Occupational Therapy Association; or
 - (2) Completed the requirements to practice as an Occupational Therapy Assistant applicable in the State in which practicing.
 - (i) On or before December 31, 1977—
 - (1) Had 2 years of appropriate experience as an Occupational Therapy Assistant; and
 - (2) Had achieved a satisfactory grade on an Occupational Therapy Assistant proficiency examination conducted, approved, or sponsored by the U.S. Public Health Service.
 - (j) If educated outside the United States, on or after January 1, 2008—
 - (1) Graduated after successful completion of an Occupational Therapy Assistant education program that is accredited as substantially equivalent to Occupational Therapist assistant entry level education in the United States by—
 - (i) The Accreditation Council for Occupational Therapy Education (ACOTE).
 - (ii) Its successor organizations.
 - (iii) The World Federation of Occupational Therapists.
 - (iv) By a credentialing body approved by the American Occupational Therapy Association; and

Abundant Life Home Health Agency Orientation Packet Section X

(2) Successfully completed the entry-level certification examination for Occupational Therapy Assistants developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).

19. Minimum of two years' experience as an occupational therapy assistant.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Implement occupational therapy services in accordance with physician's plan of treatment. Treatment is developed by the OT, signed by the physician, and planned, delegated and supervised by the OT. *
2. Implement use of orthotics designed by the OT as indicated by the client's condition and needs. *
3. Treat the client through use of therapeutic activities designed to restore function and self care activities for improving function under the direction of the OT. *
4. Observe, record and report the client's reaction to treatment and any changes in the client's condition to the OT and/or DON. *
5. Participate in instructing the client, family and other health team personnel in the exercise program developed by the OT for strengthening and controlling the client's upper extremities. *
6. Cooperate with OT and appropriate staff to provide staff education when requested and arranged by the DON. *
7. Demonstrate and teach alternate techniques developed by the OT to complete activities of daily living, proper transfer and positioning. *
8. Assist the OT in ordering and/or fabricating adaptive/assistive devices and equipment. *
9. Attend client care conferences. Initiate client care conferences for complex and/or multidisciplinary clients when needed or helpful to ensure good coordination of care. *

Abundant Life Home Health Agency Orientation Packet Section X

10. Develop, prepare and maintain individualized client care progress records with accuracy, timeliness and according to policies. Submit accurate documentation in accordance with agency policies.*
11. Keep abreast of occupational therapy trends and knowledge.
12. Participate in in-service programs. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Registered Nurse
Reports to: Case Manager/DON
Revised: 01/12/2012

Job Summary: Demonstrate proficient skills using Oasis to admit, transfer, recertify, and discharge home health patients in regards to physician orders. Coordinate and supervise LPN's and HHA's in the delivery of patient care. Maintain compliance with agency policy and procedures. Follow Medicare and Medicaid regulations.

Qualifications/Educational Requirements:

20. Be a registered nurse (R.N.) with a current license.
21. Minimum of one year of nursing experience as a R.N. preferred.
22. Work positively and favorably with patients, families, and staff.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Perform the initial home care patient visit and re-evaluate the patient's needs and progress on a regular basis. *
2. Initiate the plan of care under doctor's orders. *
3. Perform admission, transfer, re-certification, resumption of care, and discharge Oasis for the home care patient. *
4. Observe, assess, and document symptoms. *
5. Monitor reactions and patient progress. *
6. Educate patients and caregivers on disease processes, medications, plan of care, and individualized treatment plans. *
7. Educate patients and caregivers on techniques for in-home health care. *
8. Coordinate patient services. *
9. Supervise LVNs and HHA's. *

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

10. Notify the physician and other personnel (DON, PT, Case Manager) of change in the patient's condition. *
11. Perform skill outline in the agency's approved policy and procedure manual. *
12. Discharge the patient from skilled nursing services when the discharge criteria have been met.
*
13. Case conference clinicians providing care to ensure coordination of care. *
14. Update clinical records according to policy and procedures. *
15. Update knowledge and skills by attending in-service programs, continuing education programs, seminars, and self-study programs annually. *
16. Provide onsite supervision of LPN/HHA. *
17. Adhere to Medicaid and Medicare regulations. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

PHYSICAL ELEMENTS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;

Abundant Life Home Health Agency Orientation Packet Section X

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirements and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Occupational Therapist (OT)

Reports to: DON

Revised: 01/12/2012

Job Summary: Provide skilled therapy intervention and treatment to patients in the home setting. This care includes appropriate utilization of treatment plans and assessment skills. Careful monitoring of the patient's status and progress toward goals as well as compliance with physician's orders. Responsible for educating patients and caregivers while preparing the patient/caregiver for discharge as appropriate.

Qualifications/Educational Requirements:

G1. A person who

(a) (1) Is licensed or otherwise regulated, if applicable, as an Occupational Therapist by the

State in which practicing, unless licensure does not apply;

(2) Graduated after successful completion of an Occupational Therapist education program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA), or successor organizations of ACOTE; and

(3) Is eligible to take, or has successfully completed the entry-level certification examination for Occupational Therapists developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).

(b) On or before December 31, 2009—

(1) Is licensed or otherwise regulated, if applicable, as an Occupational Therapist by the State in which practicing; or

(2) When licensure or other regulation does not apply—

(i) Graduated after successful completion of an Occupational Therapist education program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA) or successor organizations of ACOTE; and

Abundant Life Home Health Agency Orientation Packet Section X

- (ii) Is eligible to take, or has successfully completed the entry-level certification examination for Occupational Therapists developed and administered by the National Board for Certification in Occupational Therapy, Inc., (NBCOT).
- (c) On or before January 1, 2008—
 - (1) Graduated after successful completion of an occupational therapy program accredited jointly by the committee on Allied Health Education and Accreditation of the American Medical Association and the American Occupational Therapy Association; or
 - (2) Is eligible for the National Registration Examination of the American Occupational Therapy Association or the National Board for Certification in Occupational Therapy.
- (d) On or before December 31, 1977—
 - (1) Had 2 years of appropriate experience as an Occupational Therapist; and
 - (2) Had achieved a satisfactory grade on an Occupational Therapist proficiency examination conducted, approved, or sponsored by the U.S. Public Health Service.
- (e) If educated outside the United States, on or after January 1, 2008 must meet all of the following:
 - (1) Graduated after successful completion of an Occupational Therapist education program accredited as substantially equivalent to Occupational Therapist entry level education in the United States by one of the following:
 - (i) The Accreditation Council for Occupational Therapy Education (ACOTE).
 - (ii) Successor organizations.
 - (iii) The World Federation of Occupational Therapists.
 - (iv) A credentialing body approved by the American Occupational Therapy Association.
 - (2) Successfully completed the entry-level certification examination for Occupational Therapists developed and administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

Abundant Life Home Health Agency Orientation Packet Section X

1. Implement occupational therapy services in accordance with physician's plan of treatment. *
2. Assist the physician in the evaluation and assessment of the client's level of functioning by applying appropriate tests and assist in the development and revision of the plan of care. *
3. Treat the client through use of therapeutic activities designed to restore function and self care activities for improving function. *
4. Observe record and report the clients' reaction to treatment and any changes in the clients' condition to the physician, Director of Nurses and Case Manager. *
5. Educate client/caregiver and health care team in the phases of occupational therapy in which they may assist the client, in the use of adaptive devices, and durable medical equipment, as appropriate. *
6. Provides staff in-service education as directed by DON.
7. Assess and regularly re-evaluate the needs of the client, develop, implement and revise the client's plan of care. *
8. Initiate diagnostic, preventive and rehabilitative procedures as appropriate to the client's care safety. *
9. Assist with plan of care and maintain continuity of multidisciplinary clients whenever needed to ensure good coordination of care.
10. Promote coordination of care through interdisciplinary case conferences and communication with physician and field staff. *
11. Develop, prepare and maintain individualized client care progress records with accuracy, timeliness and according to policies. Submit accurate documentation in accordance with agency policies. *
12. Keep abreast of occupational trends and knowledge for service provision, documentation and care coordination.
13. Participate in staff meetings, in-service programs and Utilization reviews.
14. Participate in the agency's quality improvement program. *
15. Supervise the Occupational Therapy Aide at least every 30 days.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Abundant Life Home Health Agency Orientation Packet Section X

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Medical Social Work Assistant (Bachelor Level) (MSW)
Reports to: Medical Social Worker (Masters Level) / DON
Revised: 01/12/2012

Job Summary: The Bachelor's level MSW is responsible for the provision, direction, supervision and evaluation of medical social services to clients in the home environment in accordance with agency policies and procedures, applicable health standards, governmental laws and regulations. The MSW will strive to proactively meet the needs of the client in the achievement of individualized and measurable outcomes.

Qualifications/Educational Requirements:

1. Graduate from accredited school with Bachelor's degree accredited by the council on Social Work Education with current license.
2. Excellent organizational, communication, and time management skills.
3. Minimum of one year's social work experience in a healthcare setting.
4. Excellent interpersonal and analytical skills.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Instruct, treat, observe and evaluate clients with significant social and emotional situations affecting their health status. *
2. Utilize special skills and judgment to resolve adverse social and emotional responses connected with the illness. *
3. Report any changes in client's condition and response to treatment to supervisor and the physician. *
4. Participate in development and re-evaluation of POC for clients needing MSW.
5. Instruct and counsel the client and family in treating and coping with the social and emotional responses to illness.
6. Provide ongoing assessment of needs.
7. Participate in discharge planning. *

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601
Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

8. Participate in care coordination activities and act as resource to other team members in identification and resolution of client needs.*
9. Utilize appropriate community resources.
10. Attends, participates in and/or conducts internal staff development programs and obtains CEU's as required by regulations.
11. Collaborate with Social Work Supervisor in promoting optimal level of services for patient / family. *
12. Participate in staff meetings, in-service programs and Utilization reviews.
13. Review LSW documentation for accuracy with plan of care and cosigns. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Security Officer/Privacy Officer

Reports to: Administrator

Revised: 01/12/2012

Job Summary: Responsible for agency's on-going information security program. This includes all activities related to developing, implementing and maintaining security-related policies and procedures and monitoring performance to ensure that the confidentiality, integrity and availability of ePHI is adequately protected. Responsible for assisting management in creating an environment in the agency that reinforces the importance of securing ePHI.

Qualifications/Educational Requirements:

23. Licensed health professional.
24. At least one year of supervisory or administrative experience in home health or related health programs (hospital, nursing facility or hospice).
25. Excellent oral and written communication and presentation skills.
26. Professional demeanor and appearance.
27. Proficient skills to promote excellent client relations and customer skills.
28. People management skills and the ability to network and manage a team.
29. Excellent organizational and time management skills.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

38. Serve as the agency's internal resource for all security-related matters, coordinating activities between departments and offices as needed. *
39. Support agency's workforce and management in implementing sound security practices and preventing security incidents. *
40. Prepare security policies and procedures, and supporting material in accordance with applicable regulations and commonly accepted security and

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

risk management practices, and updates these as required by operational, environmental, technological or regulatory changes.

*

41. Perform initial and periodic assessments of the agency's information security risks and propose a cost-effective security measure to ensure that ePHI is adequately protected, and that the agency remains in compliance with Security Rule requirements. *
42. Promptly investigate security incidents brought to her/his attention and pursue resolution in conjunction with agency management as needed. *
43. Regularly review system activity data and report to management on the status and effectiveness of the agency's information security efforts. *
44. Ensure proper contracts and agreements are in place with Business Associates and other entities as required by law or regulation. *
45. Cooperate with federal and state officials and other legal entities and organizations in conducting compliance reviews or investigations.
46. Facilitate agency's security awareness and training efforts, conducting workforce training as required, and making others, such as business associates, aware of the agency's security practices. *
47. Maintain required security documentation, including security incident logs, risk assessment and risk management documents, policies and procedures and records of any sanction actions. *
48. Work with the agency's privacy official to ensure successful implementation of the agency's HIPAA compliance programs. *
49. Knowledge of current Federal and State information security laws and regulations as they pertain to safeguarding ePHI. *
50. Familiarity with the agency's operations and information systems and other computer applications used to support those operations. *
51. Familiarity with commonly accepted security and risk management practices. *
52. Familiarity with technical tools utilized to secure ePHI and monitor information system performance. *
53. Ability to propose and implement cost-effective security measures appropriate to the agency's operations. *

Abundant Life Home Health Agency Orientation Packet Section X

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private

Abundant Life Home Health Agency Orientation Packet Section X

representatives in interpreting and enforcing departmental policies and procedures.

Incumbent frequently travels to a variety of field sites and performs code compliance work in outside weather conditions.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Intake Coordinator / Data Entry Operator

Reports to: Administrator/Office Manager

Revised: 01/12/2012

Job Summary: Under general supervision, coordinates and performs the preparation, data entry, verification, and editing of complex, typically confidential data.

Qualifications/Educational Requirements:

1. High school diploma or GED with 2 years experience directly related to the duties and responsibilities specified.
2. Competent in computer programs, such as, home health software, MS Word and Excel as well the ability to use standard office equipment.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Check, verify, and edit data coding to ensure compatibility with data entry system and procedural requirements. Interact with department representatives to resolve routine data coding problems. *
2. Receive and route associated source paperwork to and from staff members. Work with department representatives as necessary to facilitate and expedite the efficient flow of documentation, and to resolve routine administrative problems.
3. Input and retrieve alphabetical and numerical information in prescribed format, using knowledge of computer software packages. *
4. Create, maintain, and purge specified data files and logs as required. Make individual and/or mass corrections, modifications, and/or updates to data in files, as appropriate. *
5. Extract and release information according to specified criteria and in strict compliance with established policies, procedures and/or regulations.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

Answer questions from client departments and others on specific data as requested, and prepare reports. *

6. Ensure strict confidentiality of client records according to Policy and Procedures. *
7. May lead, guide, and allocate work to employees on a task-by-task basis.
8. Maintain tracking of clinical and field staff notes.
9. Communicate effectively, both orally and in writing.
10. Make administrative and procedural decisions and judgments on sensitive, confidential issues.
*
11. Knowledge of computer data entry systems, protocols and procedures. *
12. Knowledge of relevant policies, procedures, and regulations pertaining to the release of confidential information. *
13. Resolve data input, storage and/or retrieval problems and to design solutions and modifications. *
14. Interact with other staff members to resolve problems and inquiries.
15. Establish and maintain efficient data and information flow. *
16. Operate as a primary source of information on specialized data files and records for both internal and external clientele. *
17. Resolve problems and inconsistencies with data. Perform limited data analysis, and prepare and generate various reports.
18. Transmit data, perform RAPS and submit billing.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;

Abundant Life Home Health Agency Orientation Packet Section X

- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent frequently travels to a variety of field sites and performs code compliance work in outside weather conditions.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Office Manager
Reports to: Administrator/DON
Revised: 01/12/2012

Job Summary: Provides clerical support including typing correspondence, reports, and documents; maintaining filing systems; and coordinating daily interoffice activities.

Qualifications/Educational Requirements:

30. High School Education, college preferred
31. Business office management and supervisory experience preferred.
32. Health care experience preferred.
33. Excellent written and verbal communication skills. Speak, read, write and comprehend English.
34. Ability to handle multiple tasks simultaneously and meet deadlines.
35. Excellent organizational and time management skills.
36. Self-starter

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Plan, direct and control the billing and office support functions.*
2. Direct administrative services and operations for the agency including: billing, purchasing, communications systems, space utilization, clerical support and mail services.*
3. Coordinate systems and procedures with medical records, data entry, claims review and personnel functions to ensure efficiency and accuracy in operations.*
4. Assists with hiring process for direct care staff.
5. Promote compliance with all fiscal intermediary and/or third party payors through education and coaching.
6. Monitor systems, identify problem areas and develop and implement action plans.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601
Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

7. Control, monitor and order office and medical supplies.*
8. Prepare/conduct inventory control reports.*
9. Demonstrate a desire to set and meet objectives and to find increasingly efficient ways to perform tasks.
10. Performs job in compliance with agency policies and procedures as well as community and professional standards.*
11. Communicates necessary information to Supervisor and management team to ensure coordination of services and activities.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Physical Therapist Assistant (PTA)

Reports to: Director of Nursing / Physical Therapist (PT)

Revised: 01/12/2012

Job Summary: The Licensed Physical Therapy Assistant provides skilled therapy intervention and treatments to patients in a home setting while acting under the supervision of the Registered Physical Therapist. This care includes providing direct patient care according to the treatment plan established by the Registered Physical Therapist. Monitor carefully the patient's status and progress toward goals as well as compliance with physician's orders. PTA's are responsible for educating patients and caregivers while preparing the patient/caregiver for discharge as appropriate.

Qualifications/Educational Requirements:

1. A person who is licensed, unless licensure does not apply, registered, or certified as a Physical Therapist Assistant, if applicable, by the State in which practicing, and meets one of the following requirements:
 - (a) (1) Graduated from a Physical Therapist Assistant curriculum approved by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association; or if educated outside the United States or trained in the United States military, graduated from an education program determined to be substantially equivalent to Physical Therapist Assistant entry level education in the United States by a credentials evaluation organization approved by the American Physical Therapy Association or identified at 8 CFR 212.15(e); and
 - (2) Passed a national examination for Physical Therapist Assistants.
 - (b) On or before December 31, 2009, meets one of the following:
 - (1) Is licensed, or otherwise regulated in the State in which practicing.
 - (2) In States where licensure or other regulations do not apply, graduated on or before December 31, 2009, from a 2-year college-level program approved by the American Physical Therapy Association and, effective January 1, 2010 meets the requirements of paragraph (a) of this definition.

Abundant Life Home Health Agency Orientation Packet Section X

- (c) Before January 1, 2008, where licensure or other regulation does not apply, graduated from a 2-year college-level program approved by the American Physical Therapy Association.
- (d) On or before December 31, 1977, was licensed or qualified as a Physical Therapist Assistant and has achieved a satisfactory grade on a proficiency examination conducted, approved, or sponsored by the U.S

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Implement physical therapy services in accordance with the plan of treatment developed by the physical therapist, signed by the physician and planned, delegated and supervised by the PT.*
2. Treat clients to relieve pain, develop and restore function and maintain maximum performance using appropriate physical therapy treatments, modalities and procedures as stated in the physical therapy plan of care. *
3. Observe, record, and report the client's reactions to treatment and any changes in the client's condition to the PT and/or Director of Nurses. *
4. Collaborate with the PT in assisting the physician in assessing the client's functional level by applying appropriate tests. Assist in the development and revision of the plan of care. *
5. Complete clinical notes and progress reports according to agency policy and time frames. *
6. Attend and participate with care conferences to ensure coordination of care. *
7. Participate in the agency's quality improvement program. *
8. Keep abreast of physical therapy trends and knowledge. *
9. Participate with in-service programs. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Abundant Life Home Health Agency Orientation Packet Section X

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Speech Language Pathologist (SLP) / Speech Therapist (ST)

Reports to: DON

Revised: 01/12/2012

Job Summary: Provide skilled therapy intervention and treatment to patients in the home setting. This care includes appropriate utilization of treatment plans and assessment skills. Careful monitoring of the patient's status, progress toward goals, and compliance with physicians orders are essential components of this position. Speech language pathologists are responsible for teaching patients and their caregivers while preparing the patient and/or family for discharge as appropriate.

Qualifications/Educational Requirements:

41. Graduate of an accredited college with a Master's degree majoring in speech pathology with a current license.
42. Holds a certificate of clinical competence and licensure granted by the American Speech and Hearing Association.
43. Minimum of two years speech pathology experience.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Provide services in speech pathology or audiology in accordance with the physician's plan of care. *
2. Assist the physician in assessing the client's level of functioning and the development (and revise as necessary) of the plan of care by applying appropriate tests for speech, hearing and language disorders. *
3. Record and report the client's reaction to treatment and any changes in the client's condition to the physician and/or the Director of Nurses. *

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

4. Instruct and advise the client, family, and other health team personnel in the phases of speech pathology in which they may assist the client. *
5. Recommend hearing tests by audiologist when necessary. Checks hearing aids.*
6. Assess the client's communication, oral-motor integrity, cognitive status, memory, problem solving activities, hearing, speech fluency, and quality. *
7. Cooperate and consult with appropriate staff to provide education when requested and arranged by the Director of Nursing. *
8. Evaluate and regularly re-evaluate the speech pathology needs of the client; initiate, develop, implement and make necessary revisions to the client's plan of care. *
9. Initiate diagnostic, preventive, and rehabilitative procedures as appropriate to the client's care and safety. Make referrals to other disciplines as indicated by the needs of the client or document rationale for not doing so. *
10. Observe signs and symptoms and report changes in the client's condition to the physician and/or Director of Nursing. *
11. Teach, supervise, and counsel the client and family regarding home procedures and other care needs as appropriate to the client's condition. Use agency educational material as appropriate.*
12. Coordinate the total plan of care and maintain continuity of care by communicating with other health professionals. Attend client care conferences. Initiate client care conferences for complex and/or multidisciplinary clients when needed or helpful to ensure good coordination of care. *
13. Keep abreast of speech therapy trends and knowledge through seminars, CEU's, self-study and workshops.
14. Participate in in-service programs.
15. Prepare the patient and/or family for discharge as appropriate.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Abundant Life Home Health Agency Orientation Packet Section X

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Marketing
Reports to: Administrator
Revised: 01/12/2012

Job Summary: Implement sales/marketing plan that will meet or exceed the company's overall business plan, census goals and financial objectives.

Qualifications/Educational Requirements:

44. High School Education
45. Two years of college preferred.
46. Two years of experience in healthcare marketing preferred.
47. Excellent written and verbal communication skills.
48. Ability to handle multiple tasks simultaneously and meet deadlines.
49. Excellent organizational and time management skills.
50. Self-starter

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

69. Develop and implement sales/marketing plan for all company product/service offerings, consistent with market analysis, reflecting referral source targets. *
70. Responsible for census development through the implementation of external and internal sales & marketing programs with both existing and new accounts. *
71. Ability to effectively utilize both local and corporate resources in the execution of job responsibilities.
72. Identify and recommend development of new product/service/niche markets & offerings as well as current product/service enhancements. *
73. Ensure that administration maintain up-to-date key account records including background, contact history, objectives, referral trends, etc.

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601
Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 •
Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

74. Review records to ensure that Account Executives are properly managing resources, including their time. *
75. Ability to develop an adequate knowledge of State, Federal and other regulatory requirements related to the facility.
76. Maintain up-to-date information, as needed, on specifically assigned competitors including pricing, census, product information, and marketing strategies. *
77. Report progress versus goals and census development barriers to the Administrator. *
78. Perform sales calls with the Administrator on a monthly PRN basis.
79. Contact key physicians and other health care representatives on a regular basis. *
80. Perform sales calls with Account Executives on a routine basis. *
81. Participate in short and long range planning for the agency and implements specific measures for agency growth. Increase market share through education of physicians and other community and referral sources.
82. Work with other agencies and promote good community relations through involvement in community events.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;

Abundant Life Home Health Agency Orientation Packet Section X

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent frequently travels to a variety of field sites and performs code compliance work in outside weather conditions.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Certified Home Health Aide
Reports to: Case Manager/ RN
Revised: 01/12/2012

Job Summary: Provide supportive and personal services for the patients with consideration of dignity and privacy. Provide personal care and hygiene to home health patients.

Qualifications/Educational Requirements:

51. Graduate of an accredited High School or equivalent preferred.
52. Ability to read, write and follow directions.
53. A preferred minimum of one year full-time experience in direct patient care in an institutional setting (hospital or nursing facility) or one year full-time experience within the last five years in direct client care in an agency setting preferred.
54. Work positively and favorably with patients, families, and staff.
55. Demonstrate compassion, responsibility, and cheerful attitude.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Follow the instructions of the professional nurse/therapist in providing care.*
2. Provide assistance with hygiene such as bathing, oral care, and dressing.*
3. Perform and record accurate measurements (i.e. vital signs, or intake/output as instructed in the care plans). *
4. Observe and report any safety hazards found in the client's home or any significant observations regarding the client.*
5. Attend staff meetings, attend/complete 12 hours of annual in-services, and participate in orientation of new employees. *
6. Report patient complaints to the RN. *
7. Maintain patient confidentiality/adheres to HIPAA requirements and agency policy and procedures manual. *

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

8. Possess the ability to follow written and oral instructions. *
9. Report abnormal findings in patient's conditions as observed and per care plan to RN. *
10. Perform the following task when delegated by the RN
 - Non-invasive and non-sterile treatments
 - Collection and documentation of vital signs, height, weight, I/O, environmental situations. client behaviors,
 - Ambulation, positioning, and turning
 - Transportation
 - Personal hygiene and elimination (irritations, enemas)
 - Feeding
 - Socialization
 - ADLS
 - Health teaching reinforcement that has been planned and reinforced by the RN

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

maneuver whatever may be necessary to successfully perform the duties of their position;

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

Abundant Life Home Health Agency Orientation Packet Section X

Position: Licensed Practical Nurse
Reports to: RN/Case Manager
Revised: 01/12/2012

Job Summary: Provide nursing care to patients in the home setting. Observe and assess the client and/or caregiver to enhance the quality of life. Demonstrate individualized creativity in educating the patient and/or caregiver. Follow nursing policy and procedure per agency standards. Follow the plan of care according to physician orders. Demonstrate understanding of Medicare and Medicaid regulations.

Qualifications/Educational Requirements:

56. Licensed Practical Nurse.
57. Minimum of 1 year experience in a healthcare setting preferred.
58. Excellent oral and communication skills.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Demonstrate efficient teamwork with the staff.
2. Demonstrate organizational and time management skills.
3. Support quality improvement practices. *
4. Perform nursing procedures according to agency policy and procedures. *
5. Work under the direction of a RN.
6. Monitor reactions and patient progress using observation, assessment, and evaluation skills.
7. Educate patients and family members according to disease process, medications, POC, treatment options, and home care procedures according to the plan of care.*
8. Report to physician and RN of adverse findings. *
9. Follow Medicare and Medicaid regulations. *
10. Coordinate and monitor patient care and services. *
11. Comply with HIPAA regulations in and out of the office.*
12. Follow infection control policy in and out of the office.*

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

13. Document skilled visit according to Medicare guidelines.*
14. Maintain patient records according to policy and procedures. *
15. Participate in in-services, workshops, seminars, and self-study courses annually. *

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Clearwater Office: 28050 US HWY 19 N St 205 • Clearwater FL, 33761 • Tampa Office: 6601 Memorial Hwy Ste 106 • Tampa, FL, 33615 • Phone: 727-286-8916 • Fax 727-724-1201 • Email: AbundantlifeHHA@gmail.com

Abundant Life Home Health Agency Orientation Packet Section X

Incumbent works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbent will have to travel to a variety of patient homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.