

**Job Title: Clinical Information Specialist**  
**FLSA Status: Exempt**  
**Pay Type: Salary**

(9/18)

**Purpose:**

The Clinical Information Specialist is responsible for managing the clinical information of the branch; conferring with employee to assure complete clinical information is recorded at quality levels consistent with professional standards of practice. The position reports to the Clinical Manager.

**Duties and Responsibilities:**

1. Clinical Charting Review:
  - A. Assures client care clinical charting is recorded according to established care guidelines, Plan of Care, physician orders, agency policies and procedures and meets payer requirements.
  - B. Recommends, implements and interprets policies and procedures relevant to the provision of client care clinical charting.
  - C. Serves as a clinical resource to employees as it relates to clinical documentation.
  - D. Reviews clinical record documentation to assure compliance with state and federal regulations and company policies and procedures.
  - E. Communicates effectively with Case Managers and employees to monitor the changing needs of clinical information.
  - F. Participates in regularly scheduled clinical meetings and case conferences.
2. Client Care:
  - A. Performs initial and periodic assessment of clients to determine needs. Evaluates and implements the effectiveness of care.
    - 1) Uses interview and physical assessment skills to evaluate client needs.
    - 2) Demonstrates nursing skills appropriate for services provided.
    - 3) Records nursing diagnoses, measurable outcomes, interventions and nurses notes according to PRHC standards.
    - 4) Develops and updates care plans as client's condition indicates or at least every 60 days.
    - 5) Documents progress reports, updated medical orders and plan of treatment to physician at least every 60 days or more often as changes occur (i.e. 485's).
    - 6) Documents client discharge summary for submission to attending physician.
    - 7) Develops transfer summary for discharged clients referred to other Agencies.
  - B. Participates in the after-hours on-call process.
  - C. Maintains confidentiality of all information pertaining to clients, families and employees.

- D. Maintains a safe client environment and identifies and reports to the office any suspected vulnerable client abuse, neglect, or financial exploitation.
- E. Understands and follows infection control policies.
- 3. Community Relations:
  - A. Develops and maintains a good working relationship with referral sources including physicians, hospitals, nursing homes, community resources and payers.
- 4. Personnel Management:
  - A. Assists with the orientation of new employees related to clinical charting.
  - B. Maintains and enhances professional and managerial expertise through appropriate education, inservice and training activities; identifies employees learning needs.
  - C. Assists with the performance review process of all branch employees, as requested.
  - D. Establishes an environment that fosters the development of professional and paraprofessional employees.
  - E. Monitors the skills and services of branch employees.
  - F. Maintains on-going communication with branch employees.
  - G. Portrays role modeling, teamwork, accountability and a positive attitude.
  - H. Keeps Clinical Manager informed of all critical client care information.
  - I. Performs other related duties and responsibilities as assigned by the Branch Office.
- 5. Financial:
  - A. Assists the Clinical Manager in monitoring Case Manager and field employee's productivity.
  - B. Assists Business Manager in obtaining clinical information as needed.

**Physical/Environmental Demands:**

Heavy to Very Heavy. Heavy lifting necessary for client care. Nursing care provided in individual client homes. Must be adaptable to a variety of environments and community settings. Must be able to drive or use public transportation in all types of weather.

Exerting in excess of 100 pounds of force occasionally, and in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for heavy work.

**Qualifications:**

1. Currently licensed as a R.N. in the state of Minnesota with current license number and expiration date on file in office; BSN preferred. The license must not have been revoked, suspended, and without limitations or restrictions.
2. Have at least two (2) years experience in the home care field.
3. Demonstrate ability to make appropriate nursing judgements.
4. Strong interpersonal communication and teaching skills.
5. Strong organizational skills and the ability to work independently.
6. Excellent written and oral communication skills.
7. Proof of negative mantoux or documentation of negative chest x-ray.
8. Current CPR certification is highly recommended.
9. Access to a dependable vehicle or public transportation in order to travel to multiple company business stops a day.

10. A valid driver's license and proof of car insurance when using a personal vehicle for company business.
11. Have U.S. Citizenship or evidence of valid Alien Work Permit.
12. Disclose any conviction and criminal history records pertaining to any crime related to the provision of health services. A candidate who has been convicted of such crimes will not be hired.
13. Pass initial and ongoing background studies and screenings including but not limited to those of the Minnesota Department of Health and the Federal Office of the Inspector General's List of Excluded Individuals and Entities.

*I am capable of meeting the Physical and Environmental Demands and Qualifications listed, and I am not aware of any barriers to performing the Duties and Responsibilities of the Job Description.*

**Employee Name (printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_