

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



HEALTH SERVICES ADMINISTRATOR

JOB CODE: 27200

PAY GRADE: MED07

SALARY RANGE: \$161,200

GENERAL DESCRIPTION

Under the supervision of the Commander of the Support and Health Services Bureau, the main focus of this position is accountability for the strategic, operational, and/or management outcomes for health care services. The Health Services Administrator (HSA), or designated responsible health authority (RHA), arranges for all levels of health care and assures quality, accessible and timely health services for inmates. The HSA implements, monitors and manages the Inmate Healthcare activities, the medical contract provider, and all required services; is familiar with a variety of the field concepts, practices, and procedures; relies on extensive experience and judgment to plan and accomplish health services objectives. Work is reviewed through observation and results obtained. **Provides 24-hour on-call services as required.**

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Provide direct supervisory responsibilities for the entire Medical Division with the exception of clinical treatment plans for the inmate population
- Reviews division operations to ensure compliance with established standards and all applicable national and state health care standards, laws, regulations, codes, and rules for correctional facilities
- Monitors fiscal resources, including budget preparation, office/medical supplies, contract services, etc.; makes recommendations for decreasing costs; provides necessary information to the Medical Director for review/action as well as the Commander of the Support and Health Services Bureau
- Directs and monitors processes to assure compliance with all healthcare related accreditation standards; notifies appropriate personnel of any deviations from standards

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- Reviews, revises, and annually approves site specific healthcare policies and procedures, job descriptions, staffing analysis, healthcare training for corrections and health care personnel, orientation lesson plans, emergency response plans, patient and staff safety systems, nursing assessment protocols, etc.
- Develops mechanisms to assure the appropriate type and scope of service is provided and properly monitored; coordinates care among multidisciplinary health care providers
- Monitors the implementation and effectiveness of health services policies, procedures, and programs; ensures that all patients receive quality care in keeping with community standard
- Directs, monitors and maintains a quality management and cost containment program; recommending methods for improving operation, efficiency, workload, and cost effectiveness
- Monitors all potential inmate catastrophic illnesses and the use of available resources to maintain costs; monitors the use of pharmaceutical, diagnostic and contract service costs
- Assists in recruiting and obtaining written agreements with contracted professional providers; monitors the services rendered by contract providers
- Reviews collected data, performs analysis and trending from monthly statistical reports along with explanations and recommendations
- Monitors the recruitment, retention, orientation, and performance of all health services personnel; ensures appropriate licensure and certification for all division personnel
- Develops and monitors employee health training and new member orientation
- Attends health and administrative meetings as required; ensures the proper flow of relevant information to detention and health services personnel; schedules and chairs various meetings e.g. Practitioners, Mental Health, Pharmacy & Therapeutics, Medical Audit Committee, Continuous Quality Improvement, as well as impromptu problem oriented brainstorming sessions
- Conducts performance evaluations, remedial training, and discipline when necessary and appropriate
- Reviews and improves operational procedures to mitigate risk and program inefficiencies
- Reviews and approves payroll, overtime, uniform disbursement, and healthcare related invoices
- Works closely with the Medical Director and Department of Detention and Corrections staff to assure the goals of the organization are met
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary



QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in a health-related field; Master's Degree in Business or health-related field preferred
- Six (6) years' leadership experience administering correctional facilities healthcare programs
- Certified Correctional Health Professional (CCHP)
- CPR or ACLS certification
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge, skill, and experience in management as required for the day-to-day effective management of the fiscal, human resource, and quality of service needs for the division
- Knowledge of budget development, preparation and maintenance as applied for daily operations and assisting with meeting organizational fiscal responsibilities
- Communication skills, both verbal and in writing, as necessary for successful performance of job duties
- Ability to compile, organize, and analyze data, research, and prepare reports and assist with day-to-day monitoring/planning of strategic/operational goals and objectives
- Knowledge and experience in correctional healthcare operations to include NCCHC, ACA, and FMJS accreditation standards
- Working knowledge of Microsoft Word, Excel, and Publisher
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 2 hours per day
- Walk up 2 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 75 lbs.
- Continuously reach or twist
- Occasionally bend, squat and kneel