DACUM Research Chart for
Rural Health Administrator

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<table>
<thead>
<tr>
<th>Duties</th>
<th>Tasks</th>
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<tbody>
<tr>
<td><strong>Provide Governing Board Leadership</strong></td>
<td><strong>A-1 Ensure Board educational opportunities</strong></td>
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<td></td>
<td><strong>A-2 Present policies &amp; procedures for Board approval</strong></td>
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<td></td>
<td><strong>A-3 Oversee medical staff activities (hospital)</strong></td>
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<td></td>
<td><strong>A-4 Coordinate strategic/operations planning process</strong></td>
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<td><strong>A-5 Coordinate facilities master planning process</strong></td>
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<td></td>
<td><strong>A-6 Involve Board in legislative activities</strong></td>
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<td><strong>A-7 Coordinate with Board committees</strong></td>
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<td><strong>A-8 Develop physician practice contractual arrangements</strong></td>
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<td><strong>Oversee Management of Service Facility</strong></td>
<td><strong>A-9 Plan for Board success:</strong></td>
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<td><strong>A-10 Encourage Board involvement (community, trade associations)</strong></td>
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<td><strong>B-1 Implement programs to achieve board goals</strong></td>
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<td><strong>B-2 Oversee ambulance services</strong></td>
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<td><strong>B-3 Oversee anesthesia services</strong></td>
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<td><strong>B-4 Oversee behavioral health services</strong></td>
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<td><strong>B-5 Oversee business services</strong></td>
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<td><strong>B-6 Oversee cardiac rehabilitation services</strong></td>
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<td><strong>B-7 Oversee central supply services</strong></td>
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<td><strong>B-8 Oversee dental services</strong></td>
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<td><strong>B-9 Oversee diagnostic imaging services</strong></td>
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<td><strong>B-10 Oversee emergency department operation</strong></td>
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<td><strong>B-11 Oversee environmental services</strong></td>
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<td><strong>B-12 Oversee health information services</strong></td>
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<td><strong>B-13 Oversee home health services</strong></td>
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<td><strong>B-14 Oversee hospice services</strong></td>
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<td><strong>B-15 Oversee information technology services</strong></td>
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<td><strong>B-16 Oversee laboratory services</strong></td>
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<td><strong>B-17 Oversee medical services</strong></td>
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<td><strong>B-18 Oversee medical staff</strong></td>
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<td><strong>B-19 Oversee nursing services</strong></td>
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<td><strong>B-20 Oversee nutrition services</strong></td>
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<td><strong>B-21 Oversee obstetrical services</strong></td>
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<td><strong>B-22 Oversee occupational therapy services</strong></td>
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<td><strong>B-23 Oversee outreach activities</strong></td>
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<td><strong>B-24 Oversee plant maintenance</strong></td>
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<td><strong>B-25 Oversee physical therapy services</strong></td>
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<td><strong>B-26 Oversee respiratory therapy &amp; ECO</strong></td>
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<td><strong>B-27 Oversee satellite operations</strong></td>
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<td><strong>B-28 Oversee school-based services</strong></td>
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<td><strong>B-29 Oversee skilled nursing</strong></td>
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<td><strong>B-30 Oversee social services</strong></td>
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<td><strong>B-31 Oversee specialty services</strong></td>
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<td><strong>B-32 Oversee surgical services</strong></td>
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<td><strong>B-33 Oversee telemedicine services</strong></td>
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<td><strong>B-34 Oversee transportation services</strong></td>
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<td><strong>B-35 Oversee volunteer services</strong></td>
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<td><strong>B-36 Take administrative call</strong></td>
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<td><strong>B-37 Liaison with state county health services (EMS) &amp; OES</strong></td>
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<tr>
<td>C-1 Develop and maintain financial policies and procedures</td>
<td>C-2 Manage budget cycle</td>
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<td>C-5 Monitor medical record management (e.g., charting, coding)</td>
<td>C-6 Develop external funding resources</td>
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<td>C-9 Analyze productivity reports</td>
<td>C-10 Benchmark operations</td>
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**Future Trends and Concerns**

- Bio-terrorism
- Changing reimbursement
- Designations and maintenance of special designations (Frontier, MUA, MUP, HPSA, MSSA, Rural)
- Funding
- Growing disparity of "haves" and "have nots"
- HIPPA, Seismic
- Inadequate preparation of healthcare workers
- Increasing health care access in rural areas
- Increasing insurance costs (e.g., workers, malpractice, health, liability)
- Interpreters - maintain cultural diversity issues
- Knowledge of governing boards
- Regulation changes
- Rise in risk management
- Rise in Rx costs
- Rise in elderly population
- Rising costs for medical treatment
- Rising knowledge of general population (e.g., internet, advertising, decision making of population)
- Survival of regulations and financial impacts
- Technology
- Unfunded mandates
- Uninsured/under insured
- What are our facilities going to look like in the future
- Workforce shortages

**General Knowledge and Skills**

- Ability to work with diverse populations
- Academic preparation
- Accounting skills
- Basic knowledge of diagnostic technology
- Change agent/facilitate change
- Clinical services
- Coaching
- Communications skills: (written, oral, presentation, listening)
- Computer skills
- Contact development/management
- Crisis management
- Critical thinking
- Delegation skills
- Healthcare laws
- Human resource regulations
- Legislative process knowledge
- Mandated reporting regulations
- Manpower designations (e.g., MUA, HPSA, Frontier, MUP, "Rural")

**Tools, Equipment, Supplies and Materials**

- 10-key/adding machine
- Car
- Cell phone
- Computer hardware and software
- Copy machine
- Fax machine
- Internet access
- Overhead projector
- Reference manuals
- Typewriter

**Worker Behaviors**

- Ability to laugh
- Analytical
- Anticipate change
- Compassionate
- Consistency
- Creative thinker
- Curious
- Empathetic
- Energetic
- Enthusiastic
- Ethical conduct
- Extrovert
- Facilitator
- Fair
- Flexibility
- Honesty
- Open minded
- Optimistic
- Patience
- Perseverance
- Proactive
- Professional demeanor
- Resilience
- Respectful
- Risk taker

**Mentoring**

- Motivation skills
- Multitasking skills
- Negotiation/mediation
- Organizational skills
- Professional staff management
- Recruitment and retention
- Regulatory agencies (e.g., CLIA, CMS, HIPPA, OSHA, OSHPD, EMS, JCAHO, DHS, HRSA, Fire Marshall, ADA, CCR)

- Research
- Resource management
- Statistics
- Stewardship
- Stress management
- Succession management
- Team development
- Time management

**Role model**

- Self assured
- Self directed
- Visionary