

Clinical Nurse Manager Job Description

Reports To:	Clinical Manager/Provider	FTE Status:	Full Time
Dept./Location:	Centennial Clinic	FLSA Status:	Exempt
EEO Category:		Date Revised:	02/2018

POSITION SUMMARY:

The Clinical Nurse Manager ensures the delivery of quality patient care by assuring adequate staffing in addition to appropriate skills and abilities to meet patient problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist clinic in meeting annual company performance goals
- Delegating duties appropriately and directing staff in the delivery of care.
- Collaborating with medical staff and others in the provision of high quality care, including assessment of quality measures.
- Responsible for interviewing, hiring, training, and evaluating clinic employees.
- Preparation of annual competencies and skills check assessments.
- Serve as a resource to employees in the Clinic Manager's absence.
- Demonstrate super-user knowledge for the EMR system.
- Must be knowledgeable in all areas of the clinic to provide guidance when necessary.
- Demonstrate a positive example to other staff in attitude and work ethic.
- Responsible for facilitating/organizing special projects as needed.
- Responsible for monitoring open task list and taking appropriate action.
- Performs other duties as assigned

EDUCATION AND EXPERIENCE:

- Current CPR certification (BLS Course C).
- Current license as RN in the State of Oklahoma.
- BSN preferred
- A minimum of 5 years relevant experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal, written and oral communication skills.
- Ability to work effectively as a team member of the Centennial Clinic.
- Ability to remain calm and act efficiently in emergency situations.
- Ability to execute duties and responsibilities in an organized effective manner

WORK ENVIRONMENT:

- Work is normally performed in a climate controlled clinic environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gasses is very limited. There is limited exposure to communicable diseases, body fluids, medicinal preparations, and other conditions common to a clinic environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).
- Work involves frequent standing and walking for long periods of time; some duties are performed from a seated position. Work may include occasional pushing and/or pulling, lifting, and carrying objects weighing up to 100 pounds such as patients, files, documents, and

computer printouts. Work normally requires normal vision and hearing range as might be required in typical conversational use along with finger dexterity and eye-hand coordination to operate a computer keyboard at moderate skill level.

TRAVEL:

- Minimal travel within state.

SUPERVISORY RESPONSIBILITY:

Direct supervision of clinical services nurses and medical assistants.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.