

VALLEY MEDICAL CENTER

Job Description Clinic Network

TITLE:	Clinical Coordinator-RN
ROLE:	See criteria for <u>Clinical</u> Partner for generic job duties.
AREA OF ASSIGNMENT:	Outpatient Primary Care Clinic
HOURS OF WORK:	Days
RESPONSIBLE TO:	Clinic Manager

Prerequisites:

1. Current Washington State Registered Nurse license.
2. Valid Cardio Pulmonary Resuscitation Card (CPR)
3. Demonstrated comfort, knowledge and understanding of information technology.
4. Preferred two years experience in any clinical setting with demonstrated practice continuity in the RN workforce.
5. Comprehension and willingness to take on the role and responsibility of leadership.

General Qualifications:

1. Demonstrated knowledge of scope and role of the RN, LPN and MA.
2. Demonstrates ability to act independently.
3. Demonstrates effective interpersonal skills.
4. Demonstrates a willingness to lead change.
5. Demonstrates good communication skills in a diverse population.
6. Demonstrates leadership ability, as well as, ability to assess, problem solve and effectively make decisions.
7. Demonstrates flexibility and manageability of multiple demands.
8. Ability to communicate effectively, in oral and written form, in the English Language.
9. Ability to communicate and work effectively with the physical and emotional development of all age group
10. Maintain good relationships with the provider group.
11. Demonstrates comfort, knowledge and understanding of information technology.
12. Demonstrates organizational skills that enhance overall nursing staff efficiency.

TYPICAL PHYSICAL/MENTAL DEMANDS, ENVIRONMENT AND WORKING CONDITIONS:

- A) Generic Job Functions: See generic job description for Clinical Partner.
- B) Unique Job Functions:

1. Oversee the smooth progression of the patient schedule daily.
2. Oversee and assure compliance with regulatory agencies.
3. Oversee quality management of clinical services according to clinic network policy.
4. Participate in the administration of the unit and in the interpretation and implementation of unit policies and procedures.
5. Interprets, comprehends and assures nursing staff's understanding and compliance with policy.
6. Act as a resource person to staff delivering patient care, regarding clinical practice, unit policies, and procedures as needed.
7. Act as a liaison between clinic, other hospital departments and community resources.
8. Develop and implement policies and procedures unique to the clinic setting.
9. Participate in the fiscal management of the clinic.
10. Prepare and revise request for capital expenditures annually for submittal to Clinic Manager.
11. Coach the back office staff of the clinic.
12. Interview applicants for back office positions and make recommendations to Clinic Manager for final applicant.
13. Organize orientation, training, growth and development of the nursing personnel.
14. Attend required coordinator meetings and participate in quality improvement projects.
15. Assist in the performance appraisals of personnel through documentation and input to the Clinic Manager.
16. Assist Clinic Manager with progressive guidance of back office staff.
17. Oversee and manage staff resources as needed in times of challenge.
18. Assesses and plan learning needs of patients, develops and implements patient education as appropriate.
19. All other duties as assigned.

C. General Duties (or oversight of activities) to include but not limited to:

Over see the Medical Assistant/Licensed Practical Nurse Coordinatory and is ultimately responsible for all nursing staff.

Responsible for: management, oversight and analysis of chronic illness.

Responsible for: management and oversight of the state vaccines report and ordering of all pharmaceuticals.

Prescription Refills: Understand and comprehend the state law regarding RN scope as it relates to prescription refill and internal organizational processes.

Responsible for assuring that all equipment is in working order, each staff member is competent to use equipment and maintains all equipment files.

Oversee and assure timely completion of all recall letters/reports.

Actively participate in all leadership team activities.

Responsible for: all RN, MA, and LPN orientation and successful completion of all competencies.

Continuing clinic education to current employees.

Revised 10/17/01, 8/04, 1/10/06, 12/7/2009

Reviewed: 10/13/04, 10/24/2006, 2/5/2009