**Responsible To:** Chief Nursing Officer

**Qualifications:**

1. Must hold license in state of primary workplace and be licensed in the other state within 90 days of hire date. [State] licensures must be maintained at all times.
2. Bachelor’s degree in Nursing preferred. Must hold current CPR card (healthcare provider).
3. At least 5 years previous medical clinic experience required.
4. Previous supervisory experience required.
5. Must be accurate, exacting, orderly and methodical in work detail.
6. Neat, professional appearance with a pleasant and positive manner.
7. Willing to work as team leader in a busy, multifaceted workplace.
8. Sensitive to needs of [CHC] clientele and staff.
9. Willing to work for the successful accomplishment of [CHC] goals and objectives.
10. Must have excellent communication skills: clear, distinct and convincing.

**Responsibilities**

**General:**

* Helps establish and maintain clinical nursing procedures, quality, safety, and infection control standards.
* Provides leadership for clinic staff and education for all [CHC] nursing personnel.
* Assists medical Clinic Coordinators with the hiring and training of Nurses, Medical Assistants, and Certified Nurse Aides.
* Adheres to all [CHC] policies and procedures.

**Head Nurse:**

* Assists in recruiting, interviewing and hiring of new nurses/CNA’s/MA’s in the organization.
* Trains new nurses/CNA’s/MA’s on location. Consults with State Boards of Nursing, Pharmacy, etc. concerning nurse practice acts, and makes sure all nursing staff are practicing as allowed.
* Performs all nursing staff evaluations in conjunction with other clinic Coordinators.
* Is CPR Instructor certified, or makes certain that there is enough CPR Instructor certified staff to meet clinic needs. Hold CPR classes for all clinical staff.
* Visits all clinics regularly to review nursing procedures for adherence to standards.
* Communicates with [state] for latest immunization rules and procedures; trains all [CHC] nursing personnel and checks that immunizations are properly administered and documented.
* Reviews charts review for all nursing actions documented.
* Consults with clinic coordinators regarding necessary changes in nursing actions or clinic processes that are not compliant or appropriate.
* Ensures all nursing and CNA staff are practicing within scope of practice.
* Stays informed of current CLIA requirements, ensures all clinics are compliant, and provides training.
* Presents nursing training through staff meetings, written communication, or provides information to clinic coordinators to present at staff meetings.
* Researches questions that providers, nursing staff, or Administration may have and provides appropriate response.
* Attends meetings as assigned in order to stay informed of clinic practices.
* Performs other duties as assigned.

**Patient-Centered Care:**

* Participates in patient centered care team meetings.
* Facilitates health and disease patient education.
* Supports patient self-management of disease and behavior modification interventions.
* Conducts preventive screenings for patients.
* Promotes clear communication amongst a care team and treating clinicians by ensuring awareness regarding patient care plans.
* Facilitates patient medication management based upon standing orders and protocols.
* Participates on a team for data collection, health outcomes reporting related to patient centered care.

**Quality Improvement:**

* Participates in improving [CHC] performance, processes, or programs through quality improvement which will be demonstrated in at least one instance annually.

**Physical Requirements:**

1. Needs to be able to lift up to 25 lbs frequently.
2. Continual standing, walking, stooping, bending, kneeling, stretching, lifting.
3. Normal manual dexterity.
4. Correctable vision and hearing.