



Job Documentation

JOB TITLE: Clinic Nurse Manager	JOB CODE:
DEPARTMENT: Chase County Medical Clinic-200	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Clinic Administrator	EFFECTIVE DATE: July 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Nursing Supervisor utilizes the nursing process, for the performance of safe patient care, to assess, plan, intervene, and evaluate patient care to achieve prioritized patient outcomes during assigned shift while maintaining recognized nursing standards. The Nursing supervisor also manages medical staff schedules and ensures accurate clinical practice of nursing in multiple care settings. The position is mutually responsible for the provision of high-quality and cost-effective patient care with the Clinic Administrator to ensure quality department outcomes. Provides positive interactions with all patients, family members, and is responsive to community needs.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- Associate, Diploma or BSN from an accredited college or school of nursing

Certificates, Licensure, Registrations

- Current license in State of Nebraska
- BLS, ACLS, PALS
- Certification required 3-5 years of professional experience as an LPN/RN

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions
- Communicates effectively both orally and writing
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR



- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Operates all equipment correctly and safely
- Participate in the clinic QA program, as needed
- Practice Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Be able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated clinic meetings
- Performs other related duties as assigned

SIGNIFICANT DUTIES

- Partners with Clinic Administrator on staffing responsibilities
- Performs clinical managerial responsibilities
- Leads nursing team to ensure patients' needs are met
- Ensures staffing needs are meet the Wauneta Clinic
- Partners with Clinic Administrator to ensure communication between clinic nursing departments and others in the organization related to provision of clinical care
- Identifies and recognizes abnormal symptoms/changes in patient condition, established priorities, and takes appropriate action. Appropriately reports condition changes to medical provider
- Creates a customer-focused, team environment within the nursing department
- Directs implementation and ensures compliance with policies/procedures and standards of performance to promote optimum health care delivery of all nursing services
- Monitors patient safety information and initiates action plans in an on-going effort to focus on a safe environment for all patients
- Participates and monitors activities related to continuous performance improvement
- Implements monitoring and evaluation of nursing performance activities, including concurrent chart reviews, ER chart reviews, and other documentation as appropriate
- Assesses nursing care on unit to identify problems and reports areas for improvement
- Incorporates identified PI changes into own practice/performance
- Shares knowledge and expertise by participating in training for co-workers and orientation of new staff
- Identifies and participates in CCCH committees, performance improvement and quality initiatives and other activities which support the health center and department
- Ensures practice is compliant with RHC regulations
- Assist in hiring process for nursing positions



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Job Level 1 (Sedentary Work): Exerting up to 10 pounds of force occasionally, and /or a negligible amount of force frequently. Involves sitting most of the time, but may involve walking or standing.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)				X		
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive			X			
Climb		X				
Squat/crouch				X		
Kneel			X			
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date