

CLINIC NURSING SUPERVISOR

POSITION TITLE: CLINIC NURSING SUPERVISOR

REPORTS TO: PHYSICIANS AND/OR CLINIC MANAGER

PRIMARY PURPOSE: To work as a clinic nurse and a triage nurse on a rotating schedule, as well as the Clinic Nursing Supervisor, coordinating patient care in a manner to help attain the goals and objectives of the organization.

QUALIFICATIONS:

- Graduate of an accredited school of nursing.
- Hold a current license in the state of Kansas as a registered nurse.
- Have a minimum of five years experience in patient care services, two of which are in a clinic setting.
- Have training in healthcare management or two years experience in management.

REQUIREMENTS:

- Must have hearing and visual acuity.
- Must be able to read, write and speak the English language fluently.
- Must be able to think in an analytical way to be able to troubleshoot problems and determine solutions.
- Must be able to communicate effectively within all levels of an organization.
- Must be able to stoop, reach above head, climb short ladders and manipulate hands and arms sufficient to reach office equipment and supplies, and participate in physical activities required for patient care.
- Must be able to lift a minimum of 25 pounds.
- Must be able to cope with stress.
- Must be able to multi task, organize, and prioritize needs.
- Must have computer skills and be able to use Microsoft office.

ESSENTIAL FUNCTIONS:

- Establishes goals and objectives to help facilitate change based on the needs of patients and their families, and the nursing staff.
- Ensures competent, well trained nursing staff by identification of skill needs, providing the opportunity for the formal education, and maintaining annual skills fair for proof of competencies.
- Holds regularly scheduled staff meetings to provide opportunities for identification of problems, orientation to new projects, procedures and changes in patient care approaches.

- Contributes to a creative work climate that encourages positive morale, motivation and commitment by frequent contact with the clinic staff members.
- Plans for future staffing, supplies and equipment for maintaining or improving patient care.
- Directs the appropriate orientation and supervision of the nursing staff in the clinic.
- Acts as a clinical resource, rendering expert advice, and assisting with direct patient care where needed.
- Openly and accurately communicates with Administration, physicians, clinic manager, all clinic staff personnel, and all other departments within the organization.
- Handles any problems or complaints expediently with accurate and timely follow-up.
- Creates, maintains and enforces clinic nursing policies.
- Ensures adequate staffing for providers and coordinates scheduling among the nursing staff.
- Attends Clinic Management Meetings, currently on Tuesday mornings.
- Attends Nursing Management Meetings.
- Assists with the clinic budget as it applies to nursing staff and supplies.
- Works as an office nurse in each of the pods and as the triage nurse on a rotating basis. Those job descriptions are provided separately.

EQUIPMENT & WORKING CONDITIONS:

- Valuables used include but is not limited to: medical equipment, computer, calculator, and copier.
- The office is moderately equipped, well lighted, and has a pleasant atmosphere.
- The position requires 32-40 hours per week. The office is open from 8:00 a.m. to 5:00 p.m. Monday thru Friday. An hour is allowed for lunch. Specific hours will be determined by the present need of the Family Health Center and you will be required to work an occasional Saturday morning.