

## **Clinic Nurse Manager**

Classification Number

6065

### **Series Concept:**

Directs the day-to-day operations of a healthcare clinic by providing team leadership to clinic staff and clinical services to patients and by monitoring patient and clinic workflow to ensure efficient patient care and cost effective operation of the clinic. Responsibilities include scheduling and staffing needs; recruiting, hiring, and training; developing and implementing policies and procedures to ensure compliance with regulations and quality patient care. Responsible for direct and indirect management, supervision and coordination of clinic activities on a continuing basis. May work in partnership with Clinic Chief or other superior position to achieve clinic goals.

Manages and coordinates department activities on a continuing basis. Schedules staff and makes daily assignments to reflect patient's needs and staff skills. Prepares annual clinic goals/objectives with involvement of staff and medical director. Sets timelines and monitors progress toward achievement of goals.

Develops and maintains annual budget. Identifies opportunities to reduce cost and enhance revenue consistent with patient care needs.

Hires, orients, supervises, evaluates, counsels and terminates personnel following current policies.

Reviews and revises clinic policy and procedure manuals in collaboration with medical director on an ongoing basis to meet changing needs and assure compliance with current regulations.

Prepares and manages special projects according to agreed upon timelines.

May contribute to grants proposals and demonstrates grants management capabilities including monitoring required grant activities, and submitting required reports to fund sources.

Manages clinic operation in a manner that ensures customer satisfaction. Maintains competence through continuing education in area of expertise, management and supervision.

Responsible for proper use and preventive maintenance of all equipment necessary for operation.

### **Minimum Qualifications**

Education – Degree in nursing

Experience – Four to six years clinical experience, including three years supervisory experience.

Licensure – Current Licensure as a Registered Nurse in Oregon

Knowledge & Skills – Budgeting, management practices, familiarity with clinical methods and operations in areas other than own specialty.

Other:

Demonstrated positive interpersonal and communication skills with colleagues, patients, families, providers, physicians and the community.