



RN MANAGER

SUMMARY: Responsible for the direction of nursing clinical activities at AxessPointe Community Health Center, Inc. (API). Provides nursing leadership and works with the health care team to coordinate with medical providers to provide health care services. Identifies appropriate resources to provide education to nursing staff members. Assists in administrative efficiencies through medical service areas and works closely with the Chief Medical Officer (CMO). Exercises frequent independent judgment in monitoring day-to-day operations.

SUPERVISOR: Chief Operations Officer

DUTIES AND RESPONSIBILITIES:

1. Responsible for supervision, including scheduling, hiring, disciplinary action, and annual evaluations, for all nursing staff.
2. Ensures completion of nursing orientation and provides or delegates competency training for all nursing staff and medical assistant staff.
3. Conducts monthly clinical support staff meetings.
4. Coordinates development, implementation and auditing of nursing policies and procedures.
5. Participates in the Continuous Quality Improvement (CQI) Committee.
6. Coordinates and facilitates quality improvement activities as assigned.
7. Reviews the policies and procedures of API to determine deficiencies in compliance with Health Resources and Services Administration (HRSA)-specific standards related to clinical protocols.
8. Designated Occupational Safety and Health Administration (OSHA) and Safety Officer responsible for training, record keeping and reporting.
9. Designated Workers Compensation Coordinator responsible for record keeping and reporting.
10. Embraces the mission, vision and values of the Board of Directors of API.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree or equivalent required with previous nursing experience.
2. Minimum of five years experience in a medical-clinical practice field or in ambulatory care management.
3. Previous experience with the development and implementation of healthcare organizational policies and procedures.
4. Must have a working knowledge of Microsoft office products, and familiarity with network systems.
5. Ability to understand and present verbal instructions and to exchange verbal information essential.
6. Excellent organizational, written and customer service skills necessary.
7. Ability to travel to meetings outside of the service area.
8. Ability to establish and maintain effective, courteous working relationships with patients, staff team members, insurance entities and others.
9. Ability to organize, prioritize and problem-solve independently.

LICENSES OR CERTIFICATIONS REQUIRED:

1. Registered Nurse licensed to practice in the state of Ohio.
2. Current certification in CPR - BLS

COMPLIANCE:

This position requires compliance with API's written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

Failure to comply with API's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or API's Written Standards or, for managers and supervisors, fails to detect non-compliant conduct where reasonable efforts would have resulted in detection, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with API's Compliance Program Policy and Procedure: Addressing Instances of Non-Compliance through Appropriate Disciplinary Actions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and use hands to finger handle or feel; to talk; or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must be able to frequently lift up to 25 pounds. The employee may occasionally be required to lift 25 to 50 pounds; however, this is not essential; duties may be shifted to accommodate lifting restrictions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use close vision (clear vision at 20 inches or less). The employee will occasionally be working near moving mechanical parts, be exposed to outdoor weather conditions and exposed to a risk of electrical shock while running the copier, printer, other standard equipment and answering the telephone. The noise level in the work environment is low to moderate. Stress level can be high at times.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

This is acknowledging that I have read and understand the requirements of the position. I understand that the agency has the authority to change the duties of this position as agency needs dictate.

To Applicants: I understand this is not an offer of employment.

Employee/Applicant:

Print Name

Sign Name

Date

API Representative:

Print Name

Sign Name

Date