



| Job Documentation | |
|---|---|
| JOB TITLE: Clinic Nurse Manager | JOB CODE: S066 |
| DEPARTMENT: CCCH Clinics | STATUS: Non-exempt |
| SUPERVISES: NA | ADDENDUMS: NA |
| REPORTS TO: Clinic Administrator | EFFECTIVE DATE: 10/29/2021 |
| | REVISED ON: 10/29/21; 04/22/2024 |

PRIMARY FUNTIONS

The Clinic Nurse Manager is responsible for providing general nursing care to patients at the Chase County Community Medical Clinic in accordance with established practice standards. Responsible for clinical operations by setting objectives, planning, staffing and directing activities. Ensures efficient, economic and quality performance to support or provide quality health care services. Recommends administrative policy changes and consults with and advises CCCH Clinic Administrator of problems related to clinic operations. Responsible for communications with medical staff and the community. Ability to synthesize data from a variety of sources and make appropriate clinical decisions. Assesses patient needs telephonically. Ability to recognize adverse signs and symptoms and quickly react in emergency situations. Ability to effectively communicate and collaborate with a diverse group of people for the purpose of informing the healthcare team of plans/actions, for teaching/education to benefit the patient/family and organization. Effectively uses appropriate communication format in addressing professional issues.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Rural Health Clinic requirements, Safety and Infection Control, all 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. Perform duties as assigned.

Excellent oral communication skills for patient/family education and telephone assessments of patients. Telephone and in-person assessment/evaluation includes the determination of optimal time and location for patient management (ER, clinic, homecare) and follow-up care as required. Communicates treatment plans and patient teaching in accordance with established protocols. Collects and assesses significant patient history information and performs all necessary patient teaching.

QUALIFICATIONS

Education and/or Experience



- Associate's Degree in Nursing
- One-year healthcare experience preferred
- Cerner experience preferred

Certificates, Licensure, Registrations

- Currently licensed as a Registered Nurse (RN) the State of Nebraska
- Basic Life Support (BLS)
- Advanced Cardiac Life Support (ACLS)
- Completion of ongoing continuing education

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- 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 with others
- Communicates effectively both orally and written to all disciplines
- 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

SIGNIFICANT DUTIES

- Perform and document complete patient assessment upon admission and continue assessment and documentation throughout patients' day.
- Initiate and maintain current nursing care plan for all patients; develop and institute oral and written guidelines regarding care and treatment of patients; including plans for patient and family teaching.
- Assist physician with delivery of patient care skillfully and safely. Maintain acceptable communication with patients by listening and interpreting feed-back.
- Evaluate patient's care, and with necessary consultation, initiate teaching.
- Provide comprehensive care in various areas of nursing specialties: Cardiac, Orthopedic, Outpatient, IV Therapy, and participate in CODE emergencies.
- Coordinates patient services between departments within and outside the facility.
- Participates in applicable quality improvement endeavors
- Provide hands on patient care
- Report significant changes in patients' medical condition to provider promptly and accurately
- Document, review and modify patient current medications, under Doctors orders
- Administer routine vaccines, allergy shots and nebulizer treatments, medications, providing orders for refilling routine medication and providers review of controlled substances



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

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