

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Clinic Nurse Supervisor	Grade	
Department	Clinic	Exempt	X
Immediate Supervisor	Clinic Manager	Non-exempt	
Supervisor next in line	Director of Clinical Services	Workweek	40
POSITION SUMMARY			
Responsible for supervision and evaluation of designated clinical staff in the physician offices in collaboration with the Clinic Manager. Serves as part of the clinic leadership team to be a main point of contact for staff and to establish clinic processes & workflows.			
Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:			
<ul style="list-style-type: none"> ● Actions and communications that contribute to a team concept and create a positive environment for all customers ● Acceptable performance of essential and all job duties ● Acceptable attendance record ● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building ● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct ● Accountability for the consequences of own actions ● Physical and emotional ability to perform essential functions ● Acceptable background investigation results if required for position 			
Minimum Education, Experience, Licensure, Certification required:			
<ol style="list-style-type: none"> 1. Associate's Degree in Nursing or Licensed Practical Nurse is minimum educational requirement. 2. Graduate Nurse or LPN from an accredited Nursing College with plans to complete Nursing Board Exam and receive professional registry status within three months of hire. 3. Be licensed or have a current temporary license as a nurse in Montana. 4. Have practical knowledge of, and the ability to apply nursing theory as it relates to the delivery of care to patient and family. 5. Sufficient prior clinical experience and expertise to satisfy the demands of the recruiting nursing area. 6. Cardiopulmonary Resuscitation (CPR) trained to a HealthCare Provider level. 			
ESSENTIAL FUNCTIONS/DUTIES:			
<i>(Must be able to perform with or without accommodation)</i>			
1	Assist Clinic Manager in the evaluation, hiring, firing, and progressive discipline of the clinical staff in physician offices.		
2	Serves as liaison between Clinic Manager and clinical staff to distribute information and provide educational opportunities/continuing education offerings to clinical staff.		
3	Coordinates training for clinic nurses and medical assistants, including educating and updating processes and competency utilizing direct in-person and Healthstream support.		
4	Coordinates clinical staff schedule to accommodate vacations, sick calls, and other vacancies that may arise.		
5	Serves as lead clinical trainer and mentor for clinical staff on the electronic medical record.		
6	Works with Clinic Manager on quality improvement initiatives, policy and form review & revision, and inventory management & coordination of offices.		
7	Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.		
8	Maintains sufficient knowledge of area of nursing to complete orientation, instruction and training of assigned personnel.		

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9	Cooperates with other personnel to achieve department objectives and maintain good employee relations interdepartmental objectives.
10	Performs necessary administrative nursing functions to assure the organized and efficient delivery of care to patients.
11	Develops the agenda for clinical staff meetings, providing executive level updates, education pertinent to the clinic and facility at large.
12	Responsible for Clinic ongoing clinical based projects.
13	Serve as point person for clinical charge corrections.
14	Represent the clinic in facility-wide meetings and committees.
15	Completes other duties as assigned.

Knowledge, Skills, Abilities:

Knowledge of:
 Nursing Theory
 Pathophysiology of Disease
 Nursing Level Pharmacology
Ability to:
 Communicate effectively
 Perform duties independently
 Supervise Staff
Skills:
 Time Management
 Problem Solving
 Critical Thinking

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

X	Radiation	
X	Noise	
X	Other (Specify)	Contact with agitated and/or combative patients/family members

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

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I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date