

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	Lead Clinic Nurse	Grade	
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Department	Clinic	Exempt	
Immediate Supervisor	Clinic Manager	Non-exempt	<b>X</b>
Supervisor next in line	CEO	Workweek	up to 40

**POSITION SUMMARY**

Responsible for supervision and evaluation of designated clinical staff in the physician offices in collaboration with the Clinic Manager. Responsible for providing integrated, holistic, professional nursing services to patient in coordination with other health care team members. Provides for safe, efficient and caring nursing services that focus on priority health needs of the individual. Provides nursing care that utilizes education and active participation with the patient and family to enable them to attain and maintain optimum health. Practices professional nursing that meets and exceeds standards outlined by Montana's state and the national Nurse Practice Acts.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- 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:**

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:**

(Must be able to perform with or without accommodation)

- 1 Assist Clinic Manager in 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 clinical staff schedule to accommodate vacations, sick calls, and other vacancies that may arise.
- 4 Serve as lead clinical trainer and mentor for clinical staff on the computer software program and nursing duties.
- 5 Assists Clinic Manager to prepare, set up, and welcome new providers.
- 6 Works with Clinic Manager on quality improvement initiatives, policy and form review & revision, and inventory management & coordination of offices.

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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.
9	Cooperates with other personnel to achieve department objectives and maintain good employee relations interdepartmental objectives, and infection control policies.
10	Performs necessary administrative nursing functions to assure the organized and efficient delivery of care to patients.
11	Provides direct patient care, evaluates outcomes, consults with other specialists as required and adjusts nursing care processes as indicated to ensure optimal patient care.
12	Assists in patient assessments.
13	Monitors patient conditions and reports changes to appropriate personnel.
14	Demonstrates sensitivity to patient's comfort and privacy and expresses interest in their progress.
15	Is adherent with CMMC's policy on strict patient confidentiality guidelines and meticulously adheres to them in dealings with staff, family and community.
16	Assists providers with examinations, procedures, and other processes related to direct patient care.
17	Writes initial nursing histories, assesses patient's conditions and develops individual care plans specific for minimizing adverse and maximizing positive outcomes for the patients assigned to their care.
18	Maintains a safe, comfortable and therapeutic environment for patient and families in accordance with hospital mission standards.
19	Provides accurate and representative written documentation on patient medical records. Maintains all required reports, records, statistics, quality assurance and continuous quality improvement data.
20	Ensures an adequate stock of supplies and proper functioning of equipment.
21	Inspects area daily and as needed for compliance with policies, procedures, regulations, and standards and takes corrective action when violations or inadequacies are noted
22	Enhances professional growth and development through participation in educational programs, current literature, inservice meetings and workshops. Must have a minimum of 12 hours of continuing education in specific to nursing per year.
23	Performs other duties as assigned or requested

**Knowledge, Skills, Abilities:**

1. Must have and maintain a functional grasp of nursing theory; the pathophysiology of disease states; pharmacology at a nursing level; and inter-personal skills necessary to care holistically for the patient.
2. Specialty nursing skills may be requested by the department hiring. These may include but are not limited to; ACLS, PALS, NALS, CCRN, CEN, Certification in a Nursing Specialty, or Advanced Practice Nursing certificate.
3. Have practical knowledge of, and the ability to apply nursing theory as it relates to the delivery of care to patient and family.

**OCCUPATIONAL EXPOSURE** for this position:

<b>X</b>	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:

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

<b>PHYSICAL DEMANDS:</b> (Essential functions strength rating for position - see Job Analysis)		
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	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
<b>X</b>	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

<b>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.</b>		
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Employee's Signature	Supervisor's Signature	Date