



Heart of Ohio Family Health
Job Description
RN Nurse Manager

SOC 29-1141

Summary: This position supports the Organization in the following manner

- Manages: LPN's and Medical Assistants
- Assesses patient health problems and needs
- Administers nursing care to the ill or injured
- Maintains medical records

Reports to: Chief Medical Officer

Supervises: Yes

Dress Requirement: Scrubs

Work Schedule:

Monday through Friday during standard business hours

Times are subject to change due to business necessity

Exempt

Non-Exempt

Job Duties, these are considered essential to the successful performance of this position:

- Oversee daily flow of care for maximum patient access, customer satisfaction, and provider productivity
- Make assignments and provide direction to clinical staff
- Orient new clinical staff: train, supervise, and coach all clinical staff for successful outcomes
- Schedule staff coverage adequately

- Monitor time, attendance, and use of overtime for clinical staff within organization policies
- Responsible for ordering supplies and medical equipment; maintain adequate inventory for delivery of patient care. Keep track and order all essential supplies for clinic. Check all incoming supplies for completeness of order and damage of goods
- Immunization maintenance- Order, log, and track vaccine usage. Update vaccine information sheets and tracking sheets. Oversee and occasionally data enter vaccines into Impactsiis. Keep users up-to-date in Impactsiis system. Track refrigerator /freezer temperature
- Collect/Track incoming lab results; interface with EMR for completeness of orders. Investigate any missing lab results or lab errors. Maintain an abnormal pap log to ensure timely and appropriate follow up.
- Provides yearly CLIA competency training in clinical setting with return demonstration of test.
- PI Committee member- Meet on regular basis with committee to discuss/approve new policies/procedures, discuss current practice and how to improve them.
- FQHC Immunization Project member- Meet on regular basis to discuss ways to implement an immunization improvement project to increase the immunization rates at our health centers
- Draw labs, obtain specimens, enter orders, run EKG, administer vaccines, administer medications as ordered ie: by nebulizer, oral, subcutaneous or IM. Change dressings per doctor's order. Set up rooms for pap/pelvic exam. Assist physician during procedures (surgical/medical). Maintains patients privacy, documents in EMR accurately, follow patients with abnormal labs. Provides safety for patients by accurately reading physician orders.
- Approve nurse visits and add-ons (under direction of physician), keep flow of clinic moving, help bring and assess patients if clinic staff is busy, explain testing and outside procedures to patients, educate on medical conditions as directed by the physician, medication teaching. Provides support to nursing staff, maintains clinic flow, and acts as liaison between the physician and patients.

Facilitates communication between nursing staff and other departments inside the clinic.

- Answer calls, take patient messages, pharmacy refills, follow up, call backs. Deliver P.A.P and sample medications with instruction in use and side effects. Triage patients for walk ins. Answer front desk questions in a timely manner. Responds immediately to emergency call as related to the clinical department.
- Quality Improvement duties
- Allscripts Superuser, assist with IT issues
- Fullfills other duties as needed or assigned
- And other related duties

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ Registered Nurse license in the State of Ohio
 - ✓ Bachelor of Science preferred or Associate Degree with at least 3 years experience
 - ✓ Prior immunization experience
 - ✓ Prior experience creating and implementing a health care project
 - ✓ Ability to successfully guide others to create an efficient, harmonious work environment
 - ✓ Knowledge of federal, state and local laws and regulations pertaining to health care and safety
 - ✓ Competency in working sensitively and respectfully with people of various cultures and social status
 - ✓ Skills to expertly deliver exceptional health care to the public
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If you are qualified and interested please submit your resume to jwoodard@hofhc.org