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JOB DESCRIPTION FORM

Job Title: Clinical Nurse Supervisor	Reports to: Clinic Administrator
Department: Medical Administration	Location: FHP
Job Grade: M-2	Date of Last Review: October 11, 2018

Job Summary:

Reports directly to the Clinic Administrator and responsible for the delivery of high quality standards of Nursing services. Develops and implements programs involving Clinical Patient Services, Preventive Care Services, Risk Management, Quality Care, Case Management, Community Outreach, and Disease Management.

Duties and Responsibilities:

- Clinical Nursing
 - Leads the Clinical Nursing Team, and responsible for the delivery of high quality standards of Nursing services, in the following areas:
 - OB/Gyn
 - Pediatrics
 - Adult Medicine
 - Urgent Care
 - Cancer Center
 - Develops and implements healthcare programs in the areas of Clinical Patient Services, Preventive Care Services, Risk Management, Quality Care, Case Management, Community Outreach, and Disease Management.
 - Develops and implements healthcare programs in the areas of Clinical Patient Services, Preventive Care Services, Risk Management, Quality Care, Case Management, Community Outreach, and Disease Management.
 - Collaborates with management in communicating information and implementing new programs that impact the professional and nursing

staff, quality care, or patient and/or clinical services at the FHP Health Center.

- Conducts regular reviews of clinical issues and concerns as presented and escalated by the clinic staff, patients and families and takes appropriate and expedient actions to resolve these issues and concerns.
- Develops, implements, and monitors cost containment measures and budgetary activities to promote cost effectiveness throughout the FHP Health Center.
- Identifies budget needs and monitors purchasing practices to ensure that financial goals and expenditures are not exceeded.
- Promotes nursing leadership by nurturing a company-wide culture that will allow nurses to experience professional growth and career fulfillment in nursing profession.
- General Management
 - Develops policies, guidelines, and implementing procedures and ensures consistent company-wide implementation.
 - Ensures that operating expenses are well within the prescribed limits of budget plans and fiscal guidelines.
 - Organizing
 - Designs and develops the appropriate organization structure for the Clinical Nursing team.
 - Delineates, defines, and streamlines its various functional activities, thereby ensure its effectiveness in maximizing the utilization of both asset and people resources.
 - Leading
 - Performs selection and staffing functions such as:
 - In collaboration with Human Resources Department, conducts in-depth assessment interviews to determine the technical and behavioral competencies of the candidate to ensure that the best from among the qualified candidates are being hired in the company.
 - Conducts regular and periodic meetings with the team, to ensure the following:
 - Implementation of all Clinical Nursing plans, programs, and projects are strictly adhering to prescribed deadlines and schedules.
 - All communications and relevant information pertaining to the team are cascaded to the proper channels within the team in particular, and the organization in general.
 - Conducts and implements “Performance Improvement Program”, through the following:

- Performance coaching for the staff who failed to perform and deliver the prescribed and committed level of performance output and standards.
- Performance counseling staff with behavioral/attitudinal problems. Implements the necessary guidelines on discipline management for erring employees, in accordance with company policies, rules and regulations, due process, and government regulations.
- Performance mentoring for high potential staff, capable of assuming bigger responsibilities in the future.

Job Specifications:

1. Graduate of Bachelor's Degree in Nursing; License is required.
2. Minimum of 2 year's experience in clinical nursing. Must have solid track record in the implementing high quality standards of Nursing services and programs involving Clinical Patient Services, Preventive Care Services, Risk Management, Quality Care, Case Management, Community Outreach, and Disease Management.
3. Proven track record in recruiting and topgrading medical professionals and clinical staff.
4. Knowledgeable of federal and state laws and requirements relating to healthcare management.
5. Strong managerial competencies in the areas of leadership and team development, managerial coaching and mentoring and situational assessment skills and with proven track record in building and developing high performing teams.
6. A change agent and capable of guiding the organization in initiating various change management initiatives with the view of leading and guiding the organization towards the future.
7. Strong managerial acumen in setting corporate directions and aligning strategic goals around business plans.
8. Superior judgment, negotiation and decision-making skills.
9. Strong ethics and a high level of personal and professional integrity.
10. Strong analytical skills and adept in interpreting strategic vision into an operational model.
11. An effective communicator at all levels in the organization, with strong oral, written and persuasive skills.