

Urology P. C.

JOB DESCRIPTION: CLINIC NURSE SUPERVISOR

I. **REPORTING RELATIONSHIPS**

Reports directly to Nursing Director, Administrator, Medical Committee, and the Board of Directors.

II. **INTERNAL RELATIONSHIPS**

Communicates with patients, families, nursing staff, clinical office, physician, and advance practice providers.

III. **MAJOR DUTIES AND RESPONSIBILITIES**

Plans, organizes, and directs all aspects of nursing services in the clinic.

IV. **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Reviews and monitors work schedules, hours, and duty assignments. Makes changes as needed.

Establishes, implements, and maintains departmental policies and procedures.

Resolves internal coordination problems and analyzes various operating reports.

Ensures patient care needs are met and resolves patient care crisis problem.

Manages the training and orientation of departmental personnel.

Works closely with front office personnel to resolve scheduling conflicts.

Maintains up to date education of the Electronic Health Record software.

Reviews departmental performance, and ensures compliance with accreditation quality assurance, legal and other regulatory requirements.

Attends required meeting and participates in committees as requested.

Participates in professional development activities and maintains professional affiliations. Attends conferences and workshops.

Maintains patient confidentiality.

Adheres to the in-person attendance policies per specific department.

All duties and responsibilities must be adhered to in a manner that complies with all Federal and State laws, UPC/USC standards of conduct and compliance plan and centers for Medicare and Medicaid condition for coverage.

During a Designated Health Emergency, the following become an Essential Duty:

Disinfect surfaces that patients and staff members come in contact with during the course of business. This will entail using an approved disinfection agent to wipe off countertops, clipboards, exam room chairs, etc.

Compliant with CMS Covid-19 vaccine mandate

Other duties may be assigned

V. **SUPERVISORY RESPONSIBILITIES**

The Clinic Nurse Supervisor and Nursing Director supervise all clinic/nursing staff.

VI. **COMPETENCIES**

Knowledge of management and nursing organizational theory to direct the operation of the nursing department.

Knowledge of the principles and practices of employee development to train, delegate and mentor staff.

Knowledge of medical safety practices and standard requirements to evaluate existing standards and implement new procedures as needed.

Skill in anticipating and reacting calmly to emergency situations.

Skill in identifying problems, and responding to correspondence.

Skill in developing and maintaining departmental decision making.

Skill in exercising a high degree of initiative, judgment, discretion, and decision making.

Skill in establishing and maintaining an effective working relationship with patients, medical staff, and the public.

Ability to plan, prioritize, organize, and direct the work of others. Ability to communicate clearly.

VII. **EDUCATION, SKILL, AND EXPERIENCE**

Graduation from an accredited school of nursing required.

Possession of a State Registered Nurse License required.

Maintains current CPR certification.

Medical office and management experience preferred.

VII. **PHYSICAL REQUIREMENTS**

Must be able to stand or walk for long periods of time.

Must exhibit desirable trunk and extremity mobility and strength to handle objects or people safely in the activities of holding, carrying, pushing, transferring, and pulling.

VIII. **WORKING ENVIRONMENT**

In the working environment, there may be exposure to communicable diseases, contaminated blood or body fluids and hazardous materials. This environment may be stressful considering the variety of personalities involved and the need for rapid decision making.

Urology, P.C. does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

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I have reviewed my job description and understand my responsibilities under it. I have been given an opportunity to ask questions.

Employee

Date