

Dirne Health Centers, Coeur d'Alene, Idaho

Nurse Manager/Triage

LOCATION:

Primary: SAGE Center
Secondary: Dirne Family Practice

REPORTS TO:

CMO

STATUS:

Exempt
1.0 FTE

FLSA Status:

Exempt/Salary

REVISION DATES:

12.08.08

SUMMARY:

Leads Nurses, Medical Assistants, LPN's, and other staff as assigned in clinical evaluations and day to day clinic operations. Is responsible for orientation and competency training for MA's and nursing staff.

MINIMUM QUALIFICATIONS:

Bachelor's degree in nursing. May be substituted for three (3) years of General Experience. Current active Idaho state licensure.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of FQHC's preferred. Medical Office experience required.

DUTIES AND RESPONSIBILITIES:

1. Supervise the performance of the office staff nurses for quality patient care, good nursing skills, and smooth clinic flow.

Interview, hire, evaluate, and terminate nu

- a. rses as necessary in collaboration with Chief Operations Officer and Chief Medical Officer
 - b. Nurse evaluations (probationary and ongoing)
 - c. Provide opportunities for continuing education
 - d. Schedule nursing in-services as needed
 - e. Provide for adequate and thorough orientation for all new nursing employees at the SAGE Center
 - f. Provide nurses with proper instructions prior to use of all new equipment
 - g. Communicate continuously with nursing staff for clinic changes
 - h. Monitor clinic schedules to ensure smooth flow
2. Perform staff nursing duties as necessary to cover staffing shortages
 3. Administrative duties:

- a. Complete nursing schedule monthly
 - b. Change schedule as leave slips turned in
 - c. Prepare agenda for nursing meetings
 - d. Attend management/faculty/other meetings as scheduled
 - e. Participate on committees as necessary
 - f. Maintain clinic medical supplies and equipment
 - g. Responsible for OSHA requirements and coordinating annual OSHA training for all staff, as well as OSHA orientation for new nursing employees.
 - h. Ensure all employees are up to date on annual PPD / TB testing
 - i. Purchase and provide flu vaccine for all staff and patients
4. Assist Chief Medical Officer in establishing patient care guidelines and clinical protocols that enhance patient care, reduce patient risk, and increase patient satisfaction
 5. Schedule drug rep lunches
 6. Performs initial client/patient assessments on an emergency or walk in basis with appropriate intervention or referral
 7. Handles acute treatment or crisis intervention
 8. Intravenous therapies and medications as needed at providers' request
 9. Attend Monthly QA meetings and assist in implementing Quality Improvement processes

OTHER RESPONSIBILITIES:

1. May make recommendations on policies or standards.
2. Participates in nursing leadership activities to improve quality of practice and education.
3. May prepare reports and correspondence.
4. May participate in interdisciplinary leadership committees.
5. Performs related duties as required.
6. Works to ensure a positive and collegial work environment and professional work ethic by all staff.
7. Ensure all nursing staff are OSHA and HIPAA compliant.
8. Perform HR functions as they pertain to nursing staff.

SAFETY:

Dirne CHC enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

PROCEDURE COMPLIANCE:

Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedures, and policies pertaining to this job.

WORKING CONDITIONS:

Work is normally performed in a typical interior/office work environment. No or very limited physical effort required. No or very limited exposure to physical risk.

ACKNOWLEDGMENT:

I have received, read, and understand my job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Employee Signature

Date

Employee Name – Please Print

90 Day Probationary Period Goals

At the end of the 90-day probationary period, the Nurse Manager should be efficient and effective at performing the following job duties:

- Establish good communication and rapport with the management team and nursing staff
- Unify nursing staff and hold regular meetings
- Implement new ideas and improve patient flow from the nursing perspective
- Train all nursing staff in proper use of equipment and ensure all nursing staff demonstrates competency in use of equipment
- Ensuring all nursing staff are OSHA and HIPAA compliant
- Perform HR functions as they pertain to nursing staff
- Complete monthly nursing schedule in a timely fashion
- Participate as an active member in QA Committee and OSHA Safety Committee meetings
- Update all probationary and annual nursing evaluations
- Provide adequate and thorough orientation to all new nursing employees

For more information or to apply, contact:

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