



## **Clinical Nurse Coordinator**

**GENERAL SUMMARY:** The Nurse Coordinator supervises, manages and evaluates clinical personnel at the practice division following established professional standards, office procedures and CAP policies.

1. Coordinates the general and technical supervision and management of clinical personnel to ensure compliance with CAP policies, managed care protocols, government and other regulatory standards such as OSHA and CLIA. Serves as a resource for clinical staff.
2. Assesses staffing needs and maintains work schedule for clinical personnel at the site. Adjusts staffing as needed for illness and vacation absences.
3. Provides orientation and training for clinical staff. Arranges for in-service education.
4. Counsels clinical personnel and conducts work performance evaluations.
5. Recommends, implements and evaluates clinical policies and procedures in coordination with the Office Manager. Informs staff of changes in a timely and organized manner. Implements policy changes required for the standardization of clinical procedures throughout the organization.
6. Ensures the maintenance of patient confidentiality and a professional atmosphere, emphasizing time management, effective communication and teamwork to promote good patient flow and optimal patient care.
7. Oversees the functioning of the Laboratory and ensures compliance with OSHA and CLIA regulations.
8. Provides direct nursing care as outlined for Staff Nurse II (RN) as needed to enhance the overall office operation.
9. Maintains the inventory and orders vaccines and medical supplies for the office and laboratory.
10. Attends required meetings. Participates in continuing education to further professional development.
11. Maintains professional licensure and CPR certification.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

- Registered Nurse. Graduate of an accredited professional school of nursing. BSN preferred.

#### **License/Certification:**

- Possession of a current unrestricted Commonwealth of Virginia or State of Maryland Nursing license as appropriate.
- Current BLS for Healthcare Provider CPR certification.

#### **Experience:**

- Management and pediatric or family practice experience preferred.

If interested, please send resume and cover letter to:

**Email:** [humanresources@capitalareapediatrics.com](mailto:humanresources@capitalareapediatrics.com)

**Fax:** 800-660-7786