

**Welsh Mountain Medical and Dental Center**  
**Clinical Nurse Supervisor**  
**Job Description**

**POSITION TITLE:** Clinical Nurse Supervisor

**POSITION REPORTS TO:** Clinical Director/Executive Director

**POSITION CLASSIFICATION:** Exempt

**RESPONSIBILITIES:**

Supervises patient care in the ambulatory care setting, to include nursing procedures, clinic administration, patient flow, patient education, ordering of supplies, adherence to emergency procedures, and infection control. Key staff role in the technological implementation of all components of the medical practice. In coordination with Clinical Director, maintains scheduling of clinic staff.

**SPECIFIC JOB RESPONSIBILITIES:**

1. Assigns and supervises tasks of nursing staff in expediting patient flow, care of patients, recording of patient data for charts and billing purposes, and maintains a system of telephone triage in conjunction with medical staff.
2. Supervises patient appointments for nursing visits, telephone triage on the nursing line and pharmacy refill inquires and manages systems regarding their care.
3. Maintains accountability in operation of the drug closet and all pharmaceutical relationships.
4. Prepares work schedules for nursing staff in coordination with Clinical Director.
5. Performs direct patient care tasks and supervises and trains clinic staff and serves as preceptor for student nurse personnel.
6. Maintains PAP tracking system and coordinates patient recall systems.
7. Maintains WMMDC presence within Healthy Mothers/ Healthy Babies Coalition, Family Health Council and other committees as determined.
8. Attends all Management Staff functions including but not limited to Management Staff Meetings, Board Retreats and Strategic Planning.
9. Provides leadership for the medical program in integrating new technology including but not limited to software, equipment and an EHR.
10. Other duties as assigned.

**Physical Demands:** The physical demands described here is representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITION REQUIREMENTS:**

Degree in Registered Nursing with experience in ambulatory care operations. Ability to operate computer systems, including word processing, spreadsheet and database.

**POSITION SUPERVISORY RESPONSIBILITIES:**

The position requires supervision of nursing staff.

**AUTHORITY BOUNDARIES:**

Reports to the Clinical Director for daily supervision and work planning. Discharges administrative aspects of clinic operations in conjunction with Executive Director.

Revised September 2008