

Primary Care Health Services, Inc.
Job Description

POSITION: Nurse Manager for Units
REPORTS TO: Director of Clinical Services
SUPERVISES: Licensed Practical Nurses, Medical Assistants, Receptionist, Maintenance

QUALIFICATIONS:

- Graduation from an accredited school of professional nursing
- Currently licensed to practice nursing within the Commonwealth of Pennsylvania
- Supervisory experience desirable
- Interpersonal skills and/or active membership in professional organization desirable

PHYSICAL DEMANDS:

- Requires full range of body motion including handling and lifting patients, manual and finger dexterity, and hand-eye coordination
- Requires standing and walking for extensive periods of time
- Occasionally lifts and carries items weighing up to fifty (50) pounds
- Requires corrected vision, hearing, and speech to normal range
- Requires working under stressful conditions and/or working irregular hours

RESPONSIBILITIES:

PATIENT CARE:

- Directs and coordinates team activity toward patient centered care
- Supervises, assigns, and coordinates activities of nursing and medical assistant personnel in the designated health center (satellite) to ensure patient needs and quality of care are met in accordance with instruction of physician administrative policies and procedures
- Directs preparation and maintenance of patients' clinical records. Prepares, reviews, evaluates, interprets, and records vital statistics and other data affecting patient care
- Evaluates individual patient needs in cooperation with other nursing personnel
- Plans and coordinates for patient care in conjunction with various services to meet patients' needs
- Provides patients with a variety of education covering health care issues ranging from sexually transmitted diseases to nutrition
- Demonstrates the ability to respond appropriately to emergencies
- Uses a variety of standard medical equipment to perform medical procedures and/or examinations on patients
- Responsible for participating in tracking outside referrals, abnormal results, and consults
- Demonstrates ability to perform phlebotomy and intravenous therapy

STAFF DEVELOPMENT:

- Interacts with the Clinical Director, Physicians, Medical Assistants, and Nurse Managers to ensure that the best quality of patient care is given
- Supervises LPN students and Medical Assistants assigned to his/her department
- Provides guidance/supervision to new and unfamiliar employees where and when appropriate
- Prepares, administers, and records medications and treatments as ordered by the physician under the supervision of the Nurse Manager
- Participates in Total Quality Management

ADMINISTRATION

- Makes referrals to appropriate departments within Primary Care Health Services facilities or to outside agencies and institutions when necessary
- Assumes additional related responsibilities when necessary, including working overtime when requested
- Interacts with various departments, facilities, and technical labs on a daily basis
- Maintains organization and client/patient confidentiality

COMPORIMENT:

- Ensures appearance, behavior, and communication promote good guest relations
- Adjusts to changing situations
- Cooperates with other disciplines, units, and sites
- Performs other duties deemed necessary by Administration