



Employee Job Description		
Position Title: Clinic Nurse Manager		
Position ID #		
Facility: St. Croix Tribal Health and Human Services		
Job Family: Clinic	Comp Grade: Negotiable	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Clinic Nurse Manager is responsible for the supervision of nursing staff in both the ambulatory clinic and community outreach settings including Community Health and Public Health. The Nurse Manager is both administrative and clinical in nature with the expectation that this position can fill in where needed in response to staffing demands and/or patient volume.

Essential Functions:

The nurse has designated administrative responsibilities in the areas of grants management, quality control, clinical outcomes monitoring, inventory management, policy-writing and review, and staff supervision. The Nurse Manager will also be expected to provide ambulatory nursing care as requested by the Medical Director or providers and should, therefore, be well versed in all clinical duties performed by nursing staff.

Job Duties:

- Provide oversight and supervision of all clinic nursing staff and activities.
- Create and maintain staffing schedule for clinic nurses.
- Participate in regularly scheduled nursing and nurse/provider meetings.
- Participate in clinical and quality committees as requested by direct or indirect supervisors.
- Create and review clinical policies and procedures in collaboration with Medical Director, Health Director, and/or policy committee.

- Collect and compile monthly reports from nursing departments for the Medical Director and/or Health Director.
- Perform application, reporting, and expenditure tracking for grants that support clinical activities.
- Assist with provision of clinical data from the electronic health record as requested by clinical or administrative staff for grants management or data reporting purposes.
- Collaborate with the Public Health Nurse(s) on Infection Prevention and Control efforts.
- Perform direct patient care including rooming and intake for patients in preparation for the provider.
- Perform nurse assessments and nursing diagnoses in accordance with applicable state and Federal laws, individual scope of practice, and clinic policies and procedures.
- Documentation of nursing intake and interventions in progress notes utilizing SOAP format.
- In absence of the lab technician, performs partial urinalysis, hematocrit, and blood sugars. Venipuncture for other lab tests is done and specimens are prepared for laboratory analysis.
- Perform standard ambulatory procedures including, but not limited to, oxygen and nebulizer administration, injections, and electrocardiograms.
- General knowledge of billing and contract care.
- Perform regularly scheduled quality control checks and maintenance of medical equipment.
- Assist providers with medical procedures as needed.
- Monitor stock levels of and place orders for medications, medical supplies, and vaccinations in the clinic.
- Communicate with patient registration as needed to resolve scheduling conflicts or concerns.
- Send appointment reminders for referral along with phone calls and/or letters regarding lab/referrals/refills/education etc.
- Any other duties assigned by direct supervisor.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: Program Supervisor

Supervisory Responsibilities: Supervise designated programs

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 30 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects without the use of assistive devices.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel in all types of weather.

Minimum Qualifications:

- Current license to practice as a professional registered nurse in Wisconsin.
- Bachelor of Science in Nursing
- Work experience in an ambulatory care setting
- Current certification in CPR
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Preferred Qualifications:

- Master of Healthcare Administration (MHA)
- At least 1 year of management or supervisory experience
- Experience with grants management

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.