

## NHSI JOB DESCRIPTION

**Title:** Director of Nursing & Regional Clinical Coordinator

**Job Summary:** Under the general administrative direction of the Medical Director, this position serves as the Director of Nursing for all Clinical Coordinators, nursing and non-nursing staff at NHSI. Responsible for the quality management and standards for all patient care programs including planning, policy development, procedural review and prioritization. In addition, this person will be responsible for the overall development and operation of the clinical nursing program. Coordinates and supervises program activities such as Immunizations and JCAHO accreditation. Establishes linkages with agencies which are or may be a source for nursing materials, develop communication with groups regarding formulation and implementation of the clinical nursing program, quality improvement, proposals, and nursing protocols. May practice nursing functions on a daily basis as needed and set up training for RN's and LVN's as required by NHSI protocols and in accordance with licensing, certification, and regulatory agencies.

**Job Duties:** Administrative Responsibilities:

- (1) Coordinates and approves formulations of policies, goals and programs for nursing services consistent with the mission and goals of NHSI.
- (2) Plans, develops and implements nursing programs to meet organizational goals.
- (3) Reviews and insures that nursing policies and procedures are maintained and updated annually.
- (4) Coordinate nursing services and referrals in accordance with case management protocols and procedures.
- (5) Assure that program(s) requirements have been satisfied for different programs including CHDP, HIV, CPSP, SOFP, EAPC, AB2450 and insurance programs.

- (6) Coordinate case management review meetings and assure that the medical team is functioning in accordance with policies, procedures, and program requirements.
- (7) Communicate with all medical Providers individually in a timely manner, to assure that patients receive complete services in accordance with their own individual care plan.
- (8) Assist in selection and hiring recommendation, evaluation, and training of Medical, Health Education, Laboratory assistance and other ancillary staff at his/her in accordance with policies, procedures, and protocols established by NHSI.
- (9) Keep staff updated with their employee health requirements to comply with OSHA and Title 22 requirements.
- (10) Provides supervision, training and guidance to all Clinical Coordinators and related staff.
- (11) Collects and assesses report data for Quality Improvement. Assist in keeping regulations such as OSHA, CHDP and licensing up-to-date.
- (12) Leads the JCAHO team on accreditation to insure re-accreditation for NHSI.

Clinical Responsibilities:

- (1) Assess individual patients under the supervision of the preceptor and rendering care.
- (2) Perform traditional nursing duties as directed.
- (3) Jointly develop preceptor criteria for patient selection and care with the Associate Director of Medical Services.
- (4) Assist in planning and implementing quality improvement programs, guidelines and protocols for nursing services.

- (5) Responsible for Maternal and Child Health Case Management and CHDP (as required).
- (6) In charge of HIV/Antibody tests counseling in accordance with established policies and procedures and in accordance with State and Federal requirements.
- (7) Participate in community functions, as appropriate.
- (8) Assume other responsibilities as required.
- (9) Promotes and believes in NHSI mission statement “Health for All”.
- (10) Ability to relate to the public regardless of ethnic, religious and economic status.

**Qualifications, Education, and Experience:**

- (1) Bachelor’s degree in nursing from an accredited college or university
- (2) Current RN license for the State of California
- (3) Minimum of 4 years experience in multi-disciplinary approach preferred.
- (4) Two (2) years of supervisory experience
- (5) Knowledge of preventive care and health maintenance required.
- (6) Must have current CPR card.

**Responsible To:** Medical Director

**Classification:** Full Time Position, Exempt