JOB DESCRIPTION

Title:  Regional Clinical Coordinator

Job Summary:

The Regional Clinical Coordinator has the responsibility for assessing patient conditions and implementing care consistent with the Nurse Practice Act under the direction of the Director of Nursing and/or Chief Medical Officer. Duties will include but not be restricted to attending to patient care per protocol (developed in conjunction with Director of Nursing and/or Chief Medical Officer). Participate in specific patient management, case conference and in-service training. Performs traditional duties in patient care as appropriate. Requires independent judgment and discretionary decision making. Also requires special training, education and certification as outlined below.

Job Duties:

Administrative Responsibilities:

1. Coordinate patient services and referrals in accordance with case management protocols and procedures.

2. Assure that program(s) requirements, such as CHDP, HIV, CPSP, SOFP, EAPC, AB2450, and managed care, are in compliance.

3. Coordinate case management review meetings and assure that the medical team is functioning in accordance with policies, procedures and program requirements.

4. 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.

5. Assist in selection and hiring recommendation, evaluation, and training of Medical, Health Education, Laboratory assistance and other ancillary staff at his/her site in accordance with policies, procedures, and protocols established by the NHSI.

6. Keep staff updated with their employee health requirements to comply with OSHA and Title 22 Requirements.
7. Collects and assesses report data for Quality Improvement. Assist in keeping regulations such as OSHA, CHDP, and Licensing up-to-date.

8. Coordinates and ensures continual compliance with Joint Commission requirements

**Clinical Responsibilities**

1. Assess individual patients under the supervision of the preceptor and rendering care.

2. Perform traditional back office/nursing duties as needed.

3. Assist in planning and implementing quality improvement programs, guidelines and protocols.

4. Participate in community functions as appropriate.

5. Train and ensure competency of the Medical Assistants.

6. Assume other responsibilities as required.

**Qualifications, Education, and Experience:**

1. Graduate from an approved nursing program with degree, being associate degree or equivalent OR

2. California license as a Licensed Vocational Nurse, Registered Nurse OR

3. Bachelor’s degree in an area of Health with five consecutive years of experience in Federally Qualified Health Center, Federally Qualified Health Center Look Alike, or Rural Health Care.

4. Must have knowledge through practical experience and/or training in the areas of:
   a. Chronic Illnesses
   b. Clinical Practices
   c. Community Health
   d. Family Planning
   e. Joint Commission
   f. Managed Care
   g. Maternal and Child Health
   h. Patient Centered Medical Home
i. Preventative Care Guidelines
j. Pediatrics
k. Public Health

5. Must be aggressive in developing of patient care programs within the clinical policies and program objectives and relating them to the funding requirements.

6. Must be sensitive to the needs of the patients in a community health care setting, in the areas of health and social services as one component.


8. Bilingual in English and Spanish preferred, but not required.


10. Must have current CPR card.

11. Must be willing to work at any National Health Services, Inc., location, other than the assigned site and be amenable to work weekends, if so needed.

12. Must obtain a Valid California Drivers License at all times plus proof of insurance, to allow you to be placed in all National Health Services clinics if needed.

13. Promotes and believes in NHSI mission statement “Health for All”.

14. Ability to relate to the public regardless of ethnic, religious and economic status.

**Responsible To:** Director of Nursing

**Classification:** Full Time Position, Exempt

**Approved By:**

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Francisco Castillon, CEO

**Date:** ____________________