

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Position Title: Onsite Employee Health and Wellness
Assistant Clinic Manager

Department: Onsite

Grade: 496

Date Reviewed: May 2021

Reports To: Safety & Health Director
and Onsite Employee
Health and Wellness
Clinic Manager

Purpose of Job

The Onsite Employee Health and Wellness Assistant Clinic Manager is a Licensed Practical Nurse or Registered Nurse who provides assistance to the Clinic Manager in all direct supervisory leadership and instructions to Onsite Clinic staff. The Assistant Clinic Manager assists the Clinic Manager in all aspects of the Onsite Medical Program under the direction of the Onsite Medical Administrator. The program has six locations and has full-time and part-time office and medical staff, which include Certified Nurse Practitioners, Physician Assistants, Licensed Mental Health Professionals, and provides primary patient care, mental health services, and patient infusion services. The average census of the program is more than 25,000 yearly patient visits. The person supports the Clinic Manager in providing medical treatment and personal care services, as directed by NP / PA / MD, to adult/pediatric patients seeking treatment for injury/diseases in a clinic. Supports Onsite Administration in all office and clinical functions of the clinic. This employee specifically is an Assistant Clinic Manager who collaborates consistently with the Onsite Clinic Manager / Onsite Administrator to assist in providing oversight and direction to both the front and back clinical areas. This includes all Licensed Mental Health Professionals, Nurse Practitioners, Physician Assistants, Medical Office Assistants, and Medical Assistants / Licensed Practical Nurses / Registered Nurses with the goal of smooth patient /clinical flow of operations at all Onsite locations.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Rotates daily call with the Clinic Manager for all hours that the Onsite clinic is open- which is approximately 70 hours weekly.

Ensures that all direct nursing care staff deliver “due” care at the time of patient visit to ensure 100 percent compliance, under the supervision of the NP/ PA / MD.

Helps the Clinic Manager to ensure compliance with CLIA, OSHA and ADA standards and regulations; notifies his/her supervisor and corrects deficiencies immediately; maintains clinic areas for patients, guests and employees in a safe, friendly and comfortable environment.

Escorts patients throughout facility, interviews patients to obtain appropriate medical information / history, and measures vital signs- includes such items as pain assessment, pulse rate, temperature, blood pressure, height, and weight; records information on patients' electronic medical records. Reports summary of patient visit to NP / PA / MD as necessary.

Ensures that Providers, Nursing, and Infusion staff preps patients and assists NP / PA / MD with examinations; applies compresses, both hot and cold as indicated; administers medications as appropriate ordered by a medical provider, orally, or by subcutaneous or intramuscular injection; documents time and treatment amounts in patients' electronic charts.

Ensures that all Provides, Nursing, and Infusion staff prepare treatment rooms for examination of patients;
Changes dressings and removes sutures. Operates electrocardiograph (EKG) and other diagnostic equipment to administer routine diagnostic test and treatments.

Ensures that all Providers, Nursing, and Infusion staff collect lab specimens from patients for testing, including but not limited to urine, blood, and sputum; performs routine laboratory tests on these specimens as needed.

Ensures that all Providers, Nursing, and Infusion staff dresses wounds and incisions, interprets physician instructions to patients, assists with emergencies, and performs related tasks, as directed.

Ensures that all Providers, Nursing, and Infusion staff submit laboratory and radiology results / panic values to medical providers and scans results into patient's medical records after the provider has reviewed. Contacts patients with lab and imaging results under the direction of the NP / PA / MD.

Ensures that all Nursing and Infusion staff dispense medication per NP / PA / MD orders.

Educates patient and family on related health issues and healthy lifestyle choices; performs annual and routine nursing screenings and preventative health services.

Observes patients and reports adverse actions or reactions to the clinic physician.

Ensures that Providers, Nursing, Infusion, and Medical Office staff schedule patient appointments and appointments for imaging, performs referrals to specialists, and scans reports/results into electronic medical record.

Ensures that Onsite staff answer telephones and provides information/messages to patients and/or medical staff.

Ensures that all Onsite staff input all patients' information into EMR.

Answers patients' questions and provides health care instruction to patient and family members.

Ensures that all Onsite staff clean treatments rooms, equipment, and supplies using disinfectant solution.

Ensures that all staff assist in inventory and supply requisition. Orders all supplies for the Onsite clinic.

Safeguards and secures medical records to maintain patient, employee, and computer data confidentiality.

Under the direction of the Clinic Manager, contacts patients for resolution of any Onsite clinic issues.

Assists Clinic Manager with supervision of all medical and front office staff, including Onsite Providers, Nursing, Infusion and Medical Office Staff. Schedules all staff hours and arranges substitute staff prior to work to ensure adequate staff coverage of the Onsite clinic. Covers call outs and emergencies for staff scheduling that occur.

Assists Clinic Manager in training / inspection / evaluation of all Provider, Medical Assistant / Nursing and Medical Office staff.

Assists Clinic Manager in analyzing of all clinic data which includes trending, survey results, lab data, and medical information.

Assists the Clinic Manager to oversee the development and implementation of efficient patient processing

Assists the Clinic Manager to provide for staff development, clinical training, and orientation of all Onsite employees. Helps the Clinic Manager arrange attendance of special conferences, seminars, and education courses.

Attends meetings, seminars, and training sessions as required to remain knowledgeable of medical trends to promote improved job performance.

The person in this position specifically performs back-up duties of all Clinic Manager responsibilities when the Clinic Manager is out of the office.

Assists Clinic Manager in leading meetings for staff members of the Onsite Employee Health and Wellness Clinic.

Assists Clinic Manager by ensuring that all licensed staff maintain current licensures and certifications regarding BLS, MA, LPN, RN, NP, PA, NPI, and DEA numbers.

Ensures that all duties required operating Onsite infusion clinic services are fulfilled by Onsite staff members.

Assists the Clinic Manager by recruiting, supervising, and directing all Onsite staff to ensure the clinic operates in an efficient manner and that the patients receive high quality customer service.

Assists the Clinic Manager by reviewing and implements internal Onsite policies and procedures and update as needed.

Performs other duties as delegated by Clinic Manager and Safety & Health Director.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- Graduate of an accredited Practical/Vocational College with State Licensure valid to practice in the state of Tennessee is a minimum requirement of this position.
- Minimum of three years of clinic nursing experience is required, with a strong emphasis on patient care.
- Degree in Administration or Health related field with five years of job related experience, including two years of prior supervisory experience preferred. A combination of these skills is preferred.
- Current certification in Basic Life Support by either the AHA, or the American Red Cross.

KNOWLEDGE OF JOB

- Excellent verbal/written communication and interpersonal skills.
- Excellent computer skills; knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.
- Previous clinical experience in primary care office.
- Phlebotomy skills and lab specimen processing.
- Knowledge in minor office procedures, such as biopsy, lesion removals, pap smears.
- Ability to work independently with Onsite RN supervision.
- Ability to make recommendations to effectively solve problems, using judgment consistent with standards, practices, policies, procedures, regulations, and/or government law.
- Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- Have knowledge of office management and administrative procedures, and the ability to supervise and review the work of others.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty to sixty pounds. Must be able to respond quickly to emergency situations in the school. Physical demand requirements are at levels of those for medium to heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job Onsite Employee Health and Wellness Assistant Clinic Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Health Services.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date