



JOB DESCRIPTION

Position Title: Registered Nurse Manager

Written: August 2020

Reports To: VP, Clinical Operations

Grade 14

Department: Clinical Operations

Type: Professional - Exempt

POSITION PURPOSE:

The Registered Nurse Manager serves as the primary advocate for the health and wellbeing of students and children and adolescents in the community. School nursing, a specialized practice of public health nursing, protects and promotes student health, facilitates normal development, and advances academic success. School nurses, grounded in ethical and evidence-based practice, are the leaders that bridge health care and education, provide care coordination, advocate for quality student-centered care, and collaborate to design systems that allow individuals and communities to develop their full potentials.

Under general supervision of the VP of Clinical Operations, the RN Manager is accountable for provision of expert management services to the inter-disciplinary practice (including medical, dental, and behavioral health services). The RN manager provides daily oversight of the processes, procedures, and employees at the school-based health center. The Manager is held accountable for maintaining Center principles on staff performance, providing accurate and timely financial data, state and local reporting, developing and maintaining organization systems to maximize productivity in the workplace, and continuously reviewing the operating environment of the Center.

QUALIFICATIONS:

A qualified applicant has graduated from an accredited school of nursing and possesses a current license to practice as a Registered Nurse in the State of Michigan. Two years of management experience required. Two years of recent experience in child health, public health is preferred. Must have excellent written and verbal communication skills, as well as the ability to assess situations and act quickly. Candidate must be able to operate patient care and office equipment. Knowledge of school laws and policies is preferred. Candidate must maintain current CPR certification. Valid Michigan driver's license is required. Ability to pass a State background check and FBI Fingerprinting is required.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The RN Manager provides a variety of school health services:

- Supervise Medical Assistants and office staff

- Manages the business operations of assigned practice in accordance with organizational goals and objectives
- Collaborates with Providers and the care team to standardize best practices and processes throughout clinical practice
- Works closely with clinical providers to ensure that operations and site are managed and staffed appropriately according to practices' needs
- Reviews patient satisfaction surveys with clinical providers
- Works with management and administration to address issues promptly
- Maintains overall responsibility for scheduling to provide adequate coverage for each practice
- Conducts annual surveys in accordance with established guidelines
- Works with Administration to achieve targets for patient volume / encounters
- Conducts incident investigating and reporting
- Serves as a fire and safety champion
- Review and approve time sheets for payroll processing
- Address performance and/or behavior issues appropriately and complete annual performance evaluations
- Work closely with finance regarding monthly financial statements and site financial performance.
- Manages inventory, purchasing and operating expenses that adheres to budget
- Ensures clinic compliance with all regulatory agencies governing health care delivery and the rules of accrediting bodies.
- Maintain patient confidentiality and adhere to HIPAA regulations as appropriate.
- Leads daily Patient Care huddles as appropriate
- Performs nursing assessment of health problems, identifying health needs of students.
- Initiates referrals to parents, school personnel and community health resources as indicated.
- Plays a key role in identifying health concerns and treatment measures, providing instruction, counseling, and guidance in the maintenance of good health practices and disease prevention
- Provides case management of students with chronic health care needs and those needing Emergency Action Plans, which may include treatment and coverage of diabetics, seizures, asthma and severe allergic reactions, etc.
- Utilizes a method of tracking to maintain and document case management progress.
- Coordinates care of services between school, home, and the community.
- Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
- Assists with medication administration as needed, follow-up and oversight of trained personnel.
- Demonstrates the primary goal of consumer satisfaction through positive interaction with patients, family members and others in a respectful, courteous, confidential and caring manner.
- Develops policies, procedures and work standards for school health program in collaboration with the care team.

- Monitors compliance of school health program with federal, state and local laws, regulations and policies.
- Participates in continuous quality improvement programming, planning and implementing process change.
- Provides input on professional and medical services essential to the school health program.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- Maintains a user friendly and organized health services facility conducive to confidential communication and services.
- Provides first aid care and medically prescribed services.
- Maintains security of school health supplies.
- Serves as a resource person on health issues.
- Provides staff development on health-related topics.
- Screens and conducts health appraisals for students.
- Provides follow-up evaluations on students as required.
- Corresponds with parents on health needs of children.
- Records immunizations, health findings, and other relevant health data.
- Other duties as assigned.

WORKING CONDITIONS:

1. Must be able to work a flexible schedule (per agency requirements).
2. Ability to work autonomously and be responsible for quality measures and outcomes.
3. Times of prolonged computer related exposure.
4. Exposure to communicable diseases and unhealthy populations, as well as disturbing and uncomfortable issues or matters contrary to personal beliefs.
5. Ability to work creatively and skillfully with children of all ages.
6. Demonstrated ability to work effectively as a team with staff from various areas of responsibility.
7. Self-motivated and able to work in a quick paced environment.
8. Ability to plan and manage tasks in a timely manner.
9. Excellent communication and interpersonal skills.
10. Knowledge of computer technology, word processing and excel.
11. Ability to learn Electronic Medical Record and State reporting systems.

12. Ability to educate staff, children and families.

EXEMPT STATUS:

This position is exempt from overtime pay provisions of the Federal Fair Labor Standards Act.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

APPROVAL: _____ DATE: _____