

VOLUNTEERS IN MEDICINE, CHATTANOOGA Inc.

JOB TITLE: NURSE MANAGER

QUALIFICATION OR EQUIVALENTS:

- A. Education: Registered Nursing degree from accredited school of nursing.
- B. Experience Minimum 2 years-clinical-experience.
- C. Licensure: Valid State of Tennessee R.N. licensure, licensure to be maintained while employed by Volunteers in Medicine Chattanooga.
- D. CPR certification to be maintained.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Knowledge**
Principles and skills needed for awarded degree in Registered Nursing. Examination, diagnostic, and treatment room procedures. Medications and their effects on patients. Patient education principles. OSHA guidelines regarding "BLOODBORN PATHOGENS AND HAZARDOUS WASTE".
- **Skill**
Administering a variety of treatments and medications as directed. Taking vital signs. Maintaining current and correct information in the electronic health record. Establishing and maintaining effective working relationships with patients, all medical volunteers, other volunteers, VIM staff, and the public.
- **Ability**
Establish and maintain quality control standards to meet OSHA and CLIA requirements. React calmly and effectively in emergency situations. Interpret, adopt, and apply guidelines and procedures. Communicate clearly. Educate new clinical volunteers on clinic policies and procedures on OSHA guidelines and provide oversight to maintain adherence to OSHA requirements.

REPORTS TO:

- Executive Director directly on business, personnel, and administrative matters, as well as communicating important information or concerns regarding patients. Medical Director for clinical issues and concerns and clinical decision making.

NURSE MANAGER WILL:

- Follow the mission of VIM: *To understand and serve the health and wellness needs of the medically underserved in our community by providing quality, compassionate, and personalized care in a faith-based caring environment.*
- Work closely with and follow the directions/instructions of the Medical Director, Physician Assistants, Nurse Practitioners, and/or Executive Director.
- Be responsive to requests from and needs of volunteer physicians.
- Be responsible for initial and annual OSHA training for staff and volunteers with responsibility to assuring that standards are met in the examination room, procedure room, and lab.
- Oversee clinical services, including labs to maintain compliance with clinic, CLIA, and OSHA standards to include controls and logs.
- Check that labs are available for incoming patients, which may require being scanned. Send lab onto Project Access at end of day. Reconcile labs and review.
- Follow up as needed for patient results provided from local hospital partners.
- Provide the organization and support of volunteer clinical staff prior to and during clinic sessions.
- Responsible for processing of referrals to Project Access and communicating with patients regarding their referral.

- Maintain good working relationship with Project Access staff, VIM volunteer Physicians, NP's, PA's, Medical Director and fellow employees.
- If requested, help in the dispensing of medications during clinic hours or in absence of pharmacy tech.
- Train clinical volunteers in the areas of electronic health record, HIPPA, clinical policies and procedures.
- Assists in selected presentations for recruitment and medical personnel.
- Utilize resources in a cost-effective manner while actively seeking way to reduce costs and increase efficiency.
- Monitor, track and report clinic AED and possible back up support for refrigerated medications.
- Provide the Executive Director with monthly reports and/or as requested clinic stats to include: Project Access Referrals, MaryEllen Lochart, Chattanooga Tumor Clinic, Hospice, Vascular Studies.
- Maintain patient privacy and confidentiality.
- Appropriately seeks and uses supervision.
- Consistently demonstrates commitment to compassion by actively listening to others; helping where needed; expressing appreciation for others.

ADDITIONAL RESPONSIBILITIES:

- Observe exam rooms to assure that rooms are clean and prepared for upcoming clinic session.
- Order and maintain clinical supplies.
- Assist physician prior to, and during, minor surgical procedures or treatment.
- Observe volunteer clinical staff to assure timely flow of patients.
- Return calls to patients in a timely manner.
- Communicate effectively with NP's and PA's on clinical issues/concerns.
- Sign off charts from providers with Medical Director and NP's.
- Chart review support based on percentage and frequency requested by Medical Director.
- Assists in VIM related fundraising activities.
- Other duties as requested by Executive Director and/or Medical Director.

April 29, 2022