



**POSITION:** Nurse Manager

**POSITION SUMMARY:** CommonGood Medical is a faith-based free medical clinic who serves the uninsured of Collin County. We are a rapidly growing organization focused on providing comprehensive medical care through the lens of Christ's love.

This role asks that one aligns with CommonGood Medical's mission, values and statement of faith. They will provide supervision and monitor all clinical medical functions to ensure quality efficiency and coordination of appropriate patient care. They will also oversee all nursing, clinical support staff, volunteers, and interns.

**ESSENTIAL FUNCTIONS:**

- Work in collaboration with Director of Clinic Operations and Medical Director.
- Be present to oversee all clinical aspects of operations and work to improve and enhance compliance and processes.
- Perform all nursing duties during medical clinic days.
- Supervision, training, monitoring, and evaluation of volunteer nursing staff, clinical support staff and interns.
- Provide and improve patient education. This may be during patient visits or scheduling separate nurse visits, depending on the issue.
- Oversee all aspects of laboratory testing. This includes point-of-care testing, acting as a liaison with Laboratory, ensuring ordered labs have pricing agreements, drawing labs at clinic when clinical staff/volunteer is unable to (or training nurses to do so).
- Monitor and maintain EMR inboxes for volunteer providers.
- Oversee inventory systems and items (stocking, organizing), including medications, supplies, and equipment. Work to ensure pharmacy processes are accurate and up to date.
- Serve as a clinical liaison during the week. All clinically related calls (labs, imaging, pharmacy, patient medical questions) will be routed through Nurse Manager and/or Medical Assistant.
- Learn clinical aspects of electronic medical record to answer staff questions and develop clinical improvements to meet and exceed quality assurance measures.
- Coordinate with Medical Director and/or Director of Clinic Operations to accomplish facility and patient-care goals which may include educational opportunities.
- Recognize and assist in solving clinical and administrative problems.
- Supervise care delivery systems to ensure accuracy and consistency.
- Develop and implement nursing policies and procedures.
- Communicate with patients and families to address care-related concerns and implement patient education.
- Monitor patient medications, treatment and therapies for quality assurance reporting and/or compliance with local, state and federal regulations.
- Serve on Clinical Services Committee.
- Other duties emanating from Medical Director and Leadership.



**JOB QUALIFICATIONS:**

- Minimum Education: Completion of a registered nurse program, BSN required
- Minimum Experience: 2 years
- Minimum Certifications and/or Licenses: Licensing as a registered nurse and BLS
- Minimum Skills: Experience with EMR, MS Word, Excel, MS outlook.
- Excellent written and oral communication skills, a high level of organization, and the ability to motivate and energize nursing staff in day-to-day operations *and* when implementing new programs or requirements.

Job Type: Full-Time 40 hours a week

Some weekends and evenings may be required.