



## **JOB DESCRIPTION**

**Position Title:** Nursing Coordinator

**Department:** Medical

**Reports to:** Chief Medical Officer

**Supervision of:** Medical Assistants, Phlebotomist

**FLSA Status:** Exempt

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### **GENERAL SUMMARY OF DUTIES:**

Responsible for supervision of medical assistants and phlebotomist in their day-to-day duties. Assist in the clinic, administering quality nursing care, immunizations, and health education to patients of all ages in accordance with established nursing standards.

- Participate in the hiring, training and reviewing performance of medical assistants.
- Perform competency assessment on new MAs and as part of their annual evaluation.
- Ensure services provided are in compliance with professional, state, and federal regulatory requirements.
- Ensure adherence to Agency's policies and procedure.
- Maintain day to day patient flow, monitor and prioritize day to day workflow and schedule.
- Perform selected nursing and administrative duties and assist providers as part of the clinical team.
- Assist in maintaining an efficient, safe, secure, orderly, and aseptic environment of care for all patients and employees.
- Assist with and oversee Medical Assistants performing patients' medication reconciliation and preparing medication refills for providers' review and approval.
- Other duties, as assigned.

### **REQUIREMENTS**

#### *Required*

- Knowledge of basic principles of health promotion, prevention and motivation
- Knowledge of protocols in general and an ability to quickly gain specific knowledge of the Center's current operational protocols
- Knowledge of medical terminology and appropriate abbreviations
- Demonstrates knowledge of the Texas Nursing Practice Act
- Ability to read and comprehend medical instructions, short correspondence, and memos
- Ability to document, with clarity, all information relevant to a patient's needs
- Ability to effectively present information in small group situations to patients, Center staff, and the general public.
- Ability to work cooperatively with community agency personnel to coordinate services for patients
- Ability to use a glucometer and interpret the results
- Ability to use office equipment including but not limited to computers, fax machines, telephones and copiers
- Ability to prioritize and allocate resources

*Preferred*

- Spanish speaking and writing skills

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Experience in supervision of medical nursing staff
- One (1) year of practice experience as an LVN giving direct patient care

**EDUCATION AND EXPERIENCE:**

*Required*

- Licensed Vocational Nurse degree from an accredited school of nursing.
- Current unrestricted license from the Texas Board of Vocational Nurse Examiners to practice as a licensed vocational nurse (LVN) in the State of Texas.
- Current Cardiopulmonary Resuscitation (CPR) for Healthcare Professionals Certification

**ENVIRONMENTAL/WORKING CONDITIONS**

The employee must be able to lift and/or move more than 50 pounds. Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye/hand coordination. Requires sitting, standing and walking for extensive periods of time. Requires working under stressful conditions or working irregular hours. Requires frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations and other conditions common to a clinic environment. The employee frequently is required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to work with a moderate noise level in the work environment is required.

**DISCLOSURE STATEMENT**

The above statements reflect the general details considered necessary to describe the essential functions of the job identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

**APPROVAL AND DATES:**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date