



Virginia Garcia Memorial
HEALTH CENTER

Job Description

Job Title: Clinical Coordinator (410)
FLSA: Salaried - “Exempt” from overtime
Base Salary: DOE
Reports to: Clinic Manager

The Virginia Garcia Memorial Health Center’s mission is to provide high quality, culturally appropriate healthcare to low-income residents of Washington and Yamhill Counties with a special emphasis on seasonal and migrant farm-workers and to others with barriers to receiving health-care.

Job Summary: The role of the Clinical Coordinator is to be responsible for the coordination of clinical services with providers, nursing staff, laboratory, front office and outreach, Clinical Coordinators from other VG sites and safety committee. The Clinical Coordinator supervises all nursing staff, RN’s, LVN’s and MA’s and is a standing member of the QA/QI Committee. Functions as a member of the management team.

Essential Duties and Responsibilities:

- Schedules RN’s and MA’s monthly and is responsible for nursing staff requests for vacations, sick and other leave time.
- Responsible for developing and implementing policies and procedures to comply with State regulations and assure safety for patients.
- Responsible for ordering and care of medical supplies, in-house pharmaceuticals and equipment.
- Responsible for immunizations, including the monthly immunization report for OHD, staffing of special immunizations clinics, and proper maintenance of vaccines.
- Responsible for maintenance and calibration of all medical equipment.
- Meets with nursing, provider staff and front office on a regular basis to solve problems, improve quality and efficiency of patient care.
- Meets as needed with Clinical Coordinators from other VG primary care sites to coordinate care and clinic operations and policies and procedures.
- Develops Policy and Procedures in coordination with other Clinical Coordinators.
- Assists in coordinating migrant camp program and coordination of services with Migrant Head Start.
- Responsible for placement and supervision of nursing students and nursing volunteers.
- Assists in coordination of services and staffing for all VG primary care clinic sites.

- Is an active member of the VG Infection control Committee. Insures employee blood-born pathogen immunizations are up to date.
- Supervises, trains and evaluates all RN's, LVN's and MA's, including volunteers in their various responsibilities.
- Responsible for providing or facilitating on-going staff education and training – CME.
- Strives to improve and facilitate patient care and satisfaction.
- Assists in creating and implementing QA/QI objectives in areas of nursing, medical staff coordination and safety.
- Function as a member of the management team participating in coordination and development Center programs, strategic planning and day-to-day operation of VGMHC.
- Work with Co-Medical Directors in program development.
- Act as an advocate for representative for all nursing staff.
- Participate in budget planning.
- Perform other duties as assigned.
- Handle protected health information (PHI) in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

HIPAA Requirements:

The clinic coordinator will have access to PHI. This will be used to assess the job performance of the employees supervised by the clinical coordinator and in qualify improvement activities of the Center. The clinical coordinator will also use PHI in order to address patient complaints about aspects of their care, both medical and billing. Applying the minimum necessary standard of HIPAA, the designated records sets to which this employee will have access include: the patient scheduling, demographic and account information (view only) in the practice management system, and all of the medical record.

Knowledge, Skills and Abilities:

- Ability to function as part of the management team.
- Bilingual in Spanish/English preferred; willingness to become Spanish Speaking required.

Education and Experience:

- Licensed professional: Degree in or certification in nursing, nurse practitioner or physician assistant with current license to practice in Oregon.
- Experience: prefer experience in a community health center setting, but broad primary care experience required.

Prior experience in the following areas:

- Day-to Day supervision of nursing staff.
- Administration of clinical functions.
- Recruitment, evaluation, discipline of supervised staff.
- Program development.
- Community health.