

Clinical Coordinator Job Description

- Organize and oversee patient care to make sure patient needs are met and the institution Patient Care policies are followed
- Take part in the enhancement, revision, and execution of Nursing Department policies and procedures
- Supervise human resources to ensure compliance with official standards/guidelines for nursing care and with alignment with established budget parameters
- In charge of sustaining performance improvement as well as CQI activities in the department
- Attend promptly to telephone calls via official mobile or department phones
- Make sure equipment and supplies employed for the successful operation of the unit are well placed and functioning
- Establish professional judgment as regards changing patient unit situations
- Help to maintain the department's labor budget by inspecting use of overtime, agency, and registry
- Enlist and allocate staff to increase efficiency and effectiveness of care within the unit in line with standards
- Supervise observance to time and attendance policies and applicable documentation
- Execute department head duties/tasks when Clinical Director is absent
- Report in time an individual staff or any patient problems to department director
- Confirm that incidents are documented properly with Quality Investigation Forms, Medication Event Forms, Employee Injury Reports, etc.

- Lead the orientation/induction of new co-workers, students, and volunteers and confirm that all necessary documentation is complete, including first day orientation forms, skills checklist, etc.
- Maintain a robust working rapport with doctors and co-workers, as well as other department's health system wide. Partakes in the evaluations of co-workers.