



**CLINICAL MANAGER**  
Seattle Reproductive Medicine

**POSITION DESCRIPTION**

**OVERVIEW:** This position is responsible for the operation of the Nursing Department to include the management of all Registered Nurses, Clinical and Medical Assistants. The SRM Clinical Manager recruits, trains and schedules all clinical department staff so they may deliver safe, effective and efficient nursing care to our patients. In addition, the manager is responsible for planning, assessing, monitoring and improving nursing care, and reports significant findings to the Executive Director.

**SCOPE:** The Clinical Manager is an exempt position reporting to the Executive Director.

**I. ESSENTIAL FUNCTIONS:**

*(In compliance with the American with Disabilities Act, ADA, this description identifies the essential components of the job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of these essential functions will be given careful consideration.)*

**MANAGEMENT**

- Performs process improvement efforts to increase IVF volume, productivity and safety.
- Development of policies and procedures for designated departments.
- Implement standards, maintain the integrity of operational policies, and ensure that clinical documentation meets internal standards and external regulatory authorities.
- Maintains clinical operations by recruiting, selecting, orienting, and training sufficient qualified employees.
- Obtains superior job results by coaching, counseling, and disciplining clinical department employees.
- Assesses and documents performance by completing Introductory Evaluations on all new hires and annually thereafter.
- Supervise and develop clinical team members to do their best work every day and actively foster an environment of teamwork and support.
- Proactively develops staff by providing clinical and administrative information, organizing and providing access to educational programs, and experiential growth opportunities.
- Achieves nursing department financial objectives by participating with budget preparation; scheduling expenditures for department; analyzing variances and initiating corrective actions.

**CLINICAL**

- Ensure treatment plans are properly administered for optimal patient outcomes.
- Ensure clinical team receives excellent training and ongoing development.
- Has the ability to monitor routine patient assessment as necessary (i.e. height, weight, vital signs, perform phlebotomy, etc.), and assist physicians with in-office procedures.
- Documents patient care provided by charting in patient records.
- Comprehends the anatomy, pathophysiology and typical treatment of an IUI, IVF, FET cycle. Monitors cycle response on tracking sheets for IVF patients.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations, and calling for assistance from other health support personnel when appropriate.

- Protects patients and employees by adhering to infection-control policies and protocols, medication storage procedures, and controlled substance regulations.
- Ensures examination rooms are kept supplied; monitors nursing supplies and educational materials.
- Ensures safe operation of medical equipment by monitoring personnel for use of proper technique and the following of manufacturer's instructions. Ensures routine maintenance is performed and may act as liaison with the company for repairs.
- Maintains practice operations by initiating, coordinating, and enforcing practice operational policies, procedures, and HIPAA & safety standards.

## **LEADERSHIP**

- Serves as leader/consultant/mentor/change agent in advancing the practice of nursing among other nurses across the organization.
- Serves as clinical resource for all clinical departments and has the ability to assist when needed.
- Serves as a role model for RN's & MA's by exemplary performance, commitment to the organization and its mission, goals and vision.
- Routinely visits all locations in order to foster teamwork, ensure issues are identified, addressed and resolved, and promote a consistent, high-level of clinical care throughout the Practice.
- Functions as conduit between Nursing and Physicians, coordinating communication of care plan, changes and new developments between teams.
- Participates in ACG (Administrative Coordinating Group). Participates in both clinical and administrative meetings.

## **II. PROFESSIONAL DEVELOPMENT**

- Maintains professional and technical knowledge by attending educational workshops following Company policy; reviewing professional publications; establishing personal networks.
- Participates in professional societies.
- Follows all state regulations regarding professional license.

## **II. CONFIDENTIAL AND SENSITIVE INFORMATION:**

- Maintains patient confidence and protects operations by keeping all patient information confidential.

## **III. SCOPE OF FINANCIAL RESPONSIBILITY:**

- Manages and develops of the annual budget for designated area.
- Participates in cost containment by appropriate use of medical & office supplies.
- Compliance with Sarbanes–Oxley Act of 2002
  - a. Act in compliance with legal rules and regulations applicable to the position.
  - b. Adhere to both the spirit and the language of the Sarbanes–Oxley Act of 2002 ("SOX") in order to avoid any conduct that would be in violation of SOX or give the appearance of violating SOX.
  - c. Understand SOX rules and your responsibilities under the Company's compliance policies and procedures, and the penalties for not complying with the policies and procedures and the law.
    - i. Report suspected violations of SOX, company policies and procedures, and/or Federal and State laws, rules and regulations to the Compliance Officer, another appropriate high-level officer of IntegraMed, or IntegraMed's third party compliance violation reporting service.

## **IV. PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

#### V. SUPERVISORY - MANAGEMENT RESPONSIBILITY

Positions directly supervised: Registered Nurses, Clinical Assistants, and Medical Assistants.

In what way does the incumbent direct the work of others?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Hire/discipline/terminate | <input checked="" type="checkbox"/> Train                            |
| <input checked="" type="checkbox"/> Assign and check work     | <input checked="" type="checkbox"/> Recommend promotions/demotions   |
| <input checked="" type="checkbox"/> Plan/appraise job results | <input checked="" type="checkbox"/> Recommend pay increases/ bonuses |

#### VI. EDUCATION/EXPERIENCE REQUIREMENTS:

- Licensure to practice as an RN in the State of Washington. Master's Degree preferred.
- At least 5 years experience in a clinical nursing capacity; 2 or more years of specialized nursing in Women's Healthcare preferred; 3 years of supervisory experience required.
- Expert in assessing and evaluating clinical skills. Ability to develop and teach best practices in specialty.
- Demonstrates commitment to teamwork by providing hands on clinical assistance when necessary.
- Ability to recognize what is working well, what needs to be fixed, and what requires interventions to achieve of quality, cost-effective patient care.
- Ability to work with senior leadership to aid in improving the Practice and the quality of care.
- Strong skills as a communicator and reasoning skills to make decisions, articulate realities among all levels and anticipate the future outcomes.
- Ability to self-reflect and receive feedback on strengths and weaknesses.
- Experience using an EMR.
- ACLS Certified.

***All IntegraMed America employees must perform their respective functions to ensure the patient/customer has the most positive experience at every point of contact with our Company/practice.***

***This job description is not meant to be an all-inclusive statement of every duty and responsibility required by the job holder. IntegraMed America hopes each job holder can react to reasonable change productively and handle other tasks assigned.***

***IntegraMed America is a multi-site corporation. There may be times you are requested to participate in assignments at other sites. Without causing undue hardship or significant personal inconvenience, IntegraMed America proposes a solid team approach to our availability regarding the need and development of all our programs.***

Job Description Accepted:

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Employee Signature

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Date