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# Example of Clinic Supervisor Job Description

Our innovative and growing company is hiring for a clinic supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for clinic supervisor

* Supervise day to day operations (in the absence of the manager) to insure smooth operations, quickly resolves operational issues/problems as they are identified
* Notify manager of any staffing issues/problems that are identified and makes recommendations to manager for major operational changes that are needed to be made
* Make rounds using the Studer model
* Handle daily staffing needs of the Clinic per PMG protocol, can approve uncomplicated time-off requests or overtime with notification to the manager when requested
* Assist manager in the training and orientation of new provider and staff members
* Assist Manager in assessing new staff members strengths and growth opportunities
* Provide input in the evaluation process
* Handle approving of employee time cards via Kronos
* Evaluate nursing activities to ensure patient care, staff relations, and efficiency of service
* Address any issues that affect the desired patient outcomes

## Qualifications for clinic supervisor

* Recognizes and embraces opportunities for improvement in the service of the clinic and organization’s goals.\*
* Facilitates creative development of new processes and standards that ensure quality patient care and a smooth running clinic.\*
* Ensures compliance with all regulatory agencies governing health care delivery and rules of accrediting bodies by continually monitoring the service and facility operations and programs and initiating required changes or improvements.\*
* Educates staff in performance improvement activities while coaching staff for enhanced problem solving.\*
* Assists with staff recruitment and selection.\*
* Proficient in practice management, electronic medical records.\*