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# Example of Clinic Job Description

Our growing company is searching for experienced candidates for the position of clinic. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinic

* Develop staffing plans to support the clinical service delivery in a cost-effective manner
* Coordinate ordering and replacement of medical equipment, supplies, instruments, medications and immunizations
* Administer care and monitor injured or ill students within guidelines of District Clinic Management under the support of the Area Nurse Consultant and as identified in the Clinic Aide Training and Resource Manual
* Administer medications, including Tylenol, within the guidelines of District Policy JLCD and JLCD-R to students and document appropriately as identified in District policy
* Maintain accurate and current student immunization records on the District computerized system with the support of the Area Nurse Consultant
* Maintain the District Clinic Log of student visitations to the clinic
* Provide ongoing and current updates and alerts regarding student health concerns to the Area Nurse Consultant and school staff
* Maintain orderly and updated student health folders within the clinic confidential files
* Compile/compose correspondence under the guidance of Area Nurse Consultant which, includes sending letters to parents to inform them of required immunizations and assisting with articles for the school newsletter
* Complete School Medicaid Program documentation

## Qualifications for clinic

* Demonstrated competence in adolescent/young adult health, public health, or college health
* Minimum three to five years of experience as a Clinic Manager, Practice Manager, Practice Administrator, or similar
* Bachelor’s degree in health-related field or business and 2 years’ experience in healthcare management, physician practice management and/or clinical operations
* Bachelor's Degree and progressively responsible leadership experience in clinic management/medical office management
* Minimum three to five years of experience as a Licensed Clinical Supervisor or similar
* Prepare student health records for transitions