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# Example of Clinical Manager Job Description

Our company is growing rapidly and is hiring for a clinical manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for clinical manager

* Ensures the clinic is opened and closed timely and according to established policy and procedure
* Ensures all incident occurrence reports are documented and handled timely and appropriately
* Prepares for and successfully completes clinic audits, reviews and surveys
* Attends all required management meetings and training in-services
* Oversees the ordering, repair and correct use office equipment
* Analyzing, developing and implementing Quality Improvement measures for clinical indicators/benchmarking such as Falls, Pressure Ulcers, Medication Errors, Restraint Utilization, Re-hospitalization, Anti-psychotic utilization, ADL splits/documentation
* Provide clinical oversight to interdisciplinary team members for designated team with the support of a discipline supervisor as required for discipline-specific input
* Triage patient’s needs and lead staff in clinical problem-solving
* Hire, schedule and manage the performance of the assigned team, including nurses and nurse aides
* Identify staffing and staff development needs

## Qualifications for clinical manager

* Knowledge of business operations and financial management
* Bachelor’s Degree in Life Science
* 5 years’ experience as an RN ideally in MS or Critical Care
* PhD (preferable), MD
* Ability to independently lead research
* Minimum (3) years direct RN experience