Downloaded from <https://www.velvetjobs.com/job-descriptions/manager-clinical>

# Example of Manager, Clinical Job Description

Our innovative and growing company is looking to fill the role of manager, clinical. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, clinical

* Responsible for articulating clinical strategy and providing direction to both clinical staff and organization as a whole
* Holds Clinical Unit Leaders accountable to ensure compliance with operational standards
* Understands and articulates financial impact with respect to claims management, resource utilization, staffing, productivity, quality, inventory, process design and controls, service, and expense management
* Develop and implement update and maintain Quality Improvement processes within the clinical organization for all aspects of the clinical process
* Leads team members to resolve complex or highly escalated clinical management issues
* Assesses business solutions and process improvements, obtains resources to implement improvements
* Has a working knowledge of all supervised positions and is cable of filling in as needed contingent on license and certification capability
* Responsible for the upkeep of interior and exterior areas, signage and overall clinic appearance
* Works with company-selected vendors (cleaning, maintenance, equipment repair, ) to ensure contracted services are performed as expected
* Ensures all cash management procedures are followed

## Qualifications for manager, clinical

* Conducts regular staff meetings and ensures that staff is kept informed of and documents review of information, polices, practices, memos and expectations
* Maintains confidentiality of patient, employee and proprietary business information
* Maintains an awareness and working knowledge of required and available reports, resources, systems, deadlines, data sources and other necessary information
* Actively participates in the CQI Program and encourages participation of others
* Follows OSHA regulations and all company policies pertaining to a safe and secure environment for patients and staff
* Ensures all Home Office Requests, medical records, information requests and filing are completed timely and routed appropriately