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# Example of Patient Care Supervisor Job Description

Our growing company is looking for a patient care supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for patient care supervisor

* Direct and schedule staff according to needs and communicate such to manager
* Demonstrate ability to identify learning needs of staff
* Provide feedback on job performance to PCCs and/or other assigned staff and keep manager apprised
* Conduct annual performance reviews and recommend disciplinary actions
* Develop, review, and maintain policies and procedures directly related to the role of the PCC and PSS in assigned clinic
* May develop and implement formal in-service education for department PCC and PSS staff
* Expert trainer for new and existing PCC
* Coordinate pre- and post-op teaching visits with nursing staff
* Complete annual respiratory fit test, TB test, influenza vaccination, and any other vaccinations required by Employee Health
* As a front-line supervisor, act as a resource for physicians and residents on clinical and non-clinical services

## Qualifications for patient care supervisor

* 1 year leadership experience (charge nurse, supervisor, team lead)
* Responsible for the daily operations of the therapeutic apheresis unit
* Products (HCT/P) to include scheduling and compliance with standard operating procedures, applicable industry standards such as FACT and AABB, or manufacturer requirements
* Discusses procedures and medical issues with patients, families, and physicians
* Maintain level of expertise and enhance professional growth
* Provide clinical supervisory oversight to facilitate the management of the patient's plan of care and achievement of clinical and functional outcomes