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# Example of Registered Nurse Clinical Coordinator Job Description

Our company is hiring for a registered nurse clinical coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for registered nurse clinical coordinator

* Assists department management in developing and implementing new and evidence-based standards of care for the critically ill patient
* Will also participate in Clinical Ladder program to enhance ability to advance within the profession while maintaining expertise
* Must have the ability to develop outstanding rapport and work well with physicians and staff
* Must be able to maintain focus on Patient Experience and complete Nurse Leaders Rounding requirements
* BSN degree preferred or in school pursuing the degree
* Two or more years of recent experience
* Trauma Nurse Course Certification (TNCC) (Preferred)
* Leadership Certification (Preferred)
* Manage the physical environment of the patient care unit
* Monitor performance of staff assigned to unit and coach as appropriate

## Qualifications for registered nurse clinical coordinator

* Complete payroll, attendance records, and unit schedule as assigned
* Complete ancillary charges, calculate encounters and update PLUS as assigned
* Assure staff compliance/response to emergency situation/codes
* Reports appropriate information in a timely manner to Radiation Oncologist and appropriately follows through as necessary
* Appropriately responds and participates in department and hospital code situations
* Assesses patients for desired and undesired changes in patient mental/physical condition