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# Example of RN-Clinical Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of rn-clinical coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for rn-clinical coordinator

* Recruit, train and supervise all clinical and support staff for the Internal Medicine Department
* Develop, implement and monitor provider schedules to facilitate the smooth functioning of the Internal Medicine Department
* Develop, implement and monitor support staff schedules to ensure proper coordination with provider schedules
* Respond to patient inquiries and complaints
* Direct patients to appropriate support staff as needed
* Ensure compliance with all HIPAA privacy and security rules and regulations
* Provide clinical in-service training on an ongoing basis to Licensed Practical Nurses and Medical Assistants
* Assist Medical Director in organizing, coordinating, implementing, and participating in quality assurance and peer review meetings
* Assists in fostering the development of staff involved in the care of the Orthopaedic patients to promote recovery and patient safety
* Assists in collaborative development of annual competencies in conjunction with Human Resources, physicians, medical assistants and surgical/procedure schedulers

## Qualifications for rn-clinical coordinator

* 2+ years of Outpatient OB/GYN Clinical experience
* Completes case report forms as required by individual sponsor protocols and coordinates sponsor monitoring visits with timely resolution of sponsor queries
* Provides source documentation and patient records as required
* Previous transplant experience, preferred
* Clinical Transplant Coordinator certification, preferred
* At least 2 years of RN experience in a Progressive Care Trauma/Neuro Unit