



Example of Clinic Job Description

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Our growing company is searching for experienced candidates for the position of clinic. 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 clinic

- Staff an average of one late night clinic per week and 3 Saturday clinics per semester
- Attend SHWC educational and accreditation programs and show evidence of continued self-development and professional involvement by participating in continuing medical educational programs
- May serve as a representative on University-wide committees as designated by the Director
- Perform other duties as assigned by the Director, Nurse Manager, or Administrative Manager
- Supervises staff in accordance with Healthy Work Environment standards
- Pursues opportunities for personal and professional growth
- Addresses individual or team performance deficiencies
- Implements programs, practices and leads teams designed to improve operations, staff retention and employee engagement
- Monitors patient flow to ensure clinic is operating efficiently at all times
- Creates a physician-driven culture

Qualifications for clinic

- Current board certification or board eligible in Prosthetics or Orthotics
- Demonstrates expert level of performance of all back office functions of medical assistant function (in accordance with provider orders and MMC

preparation, administration and recording of immunizations/medication, taking and recording of vital signs, venipuncture blood draws and administration of injections

- Ensures completion and maintenance of all necessary paperwork and logs, appropriate par levels as it relates to weekly inventory, maintenance and cleaning of all clinic equipment, nursing station and exam rooms
- Supervises non-clinical staff within clinic
- Works collaboratively with practitioners, lead physician and clinic administrator in the development and implementation of processes and problem resolution that results in efficiency, effectiveness and support quality of care and service
- Oversees all clinic staff and activities to ensure the correct and timely provision of all services