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

Responsibilities for clinical administrator

- Position dependent on adequate funding
- In conjunction with the department director and other senior leadership, formulate overall Institute tactical planning for growth and viability
- In conjunction with goals set by the Johns Hopkins Medicine, provide leadership, when appropriate, in planning IGM facility expansion, new building construction and program planning and, where appropriate, fund raising activities related to same
- Develop and implement operational plans to ensure hospital and clinical program performance and contribution to Hospital and University objectives
- Gather from internal and external sources appropriate data to measure performance in acute inpatient and ambulatory hospital operations
- Develop plans for new operating and patient flow systems within the functional unit which are sensitive to organizational needs to ensure efficient accomplishment of objectives, and to secure resources as necessary
- Prepare the IGM for changing federal, state and third party policies regarding reimbursement of health care delivery services
- Assist/prepare for client or internal audits or inspections
- SME on all designated Sponsor-specific TMF requirements
- Recruits, interviews, hires, supervises, evaluates and disciplines nursing personnel, residents and fellows, and support staff

Qualifications for clinical administrator

- Bachelor's degree, or an equivalent combination of relevant education and professional experience
- Minimum three (3) years of experience in business systems analysis and administration
- Ability to use multiple sophisticated PC and MIS programming languages
- In-depth knowledge of the business area served
- Updates and maintains PI Database contact entries