



JOB INFORMATION

Job Code:	187643
Job Title:	Clinic Manager
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Nursing
Job Family Group:	Nursing Services
Management Level:	5 Manager

JOB SUMMARY

Oversees operations of patient care programs. Directs nursing practice, education and services. Supervises the utilization of resources and the application of new technological developments in patient care.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Supervisory level clinical and administrative experience.
X		Expert level knowledge of patient care practice and clinical expertise.
X		Working knowledge of regulatory and accreditation agency requirements.

Licenses

Req	Pref	License(s)
X		California Board of Registered Nursing issued nursing license (RN), Master's in Public Health (MPH), or Masters in Healthcare Administration (MHA).

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Basic Cardiac Life Support (BCLS) certification
	X		Basic life Support (BLS) Certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directly or indirectly supervises all assigned subordinate staff, usually through supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.				
Directs and coordinates activities of patient care programs.				
Establishes and implements operational policies, objectives, and major plans for the department. Develops and implements administrative policies and procedures. Ensures adherence to policies and procedures, provides interpretation as needed.				
Reviews patient care programs to determine effectiveness in meeting established goals for care, treatment, and/or procedures, adherence to departmental policies and procedures, and conformance with established patient care standards. Initiates appropriate action to correct or enhance patient care programs. Directs compliance with regulatory and accreditation agency standards and federal and state regulations regarding patient care. Prepares for inspections by agencies.				
Investigates and resolves incidents and complaints or suggestions from physicians, patients, visitors and staff. Corrects deficiencies, if any, and prepares documentation or explanation as needed. Records and investigates all incidents/accidents that occur.				
Oversees activities of quality assurance programs for patient care provided by unit.				
Participates in policy formation, long-range planning and policy-making for the department.				
Administers the department budget. Provides financial projections for overall budget development and planning.				
Assesses staff educational needs and oversees development of education programs. Promotes staff participation in educational opportunities and activities.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.