



JOB DESCRIPTION

Position Title: Director of Clinical Operations/Nurse Practitioner

Reports to: Chief Operations Officer

Dept: Clinic Operations

FLSA Classification: Non Exempt

Supervises Others: Yes

Hours: M-F, Part-time, Approx. 24 hours per week in clinic plus additional hours on-call. Occasional evenings and weekends.

Location: Irvine, CA

POSITION PURPOSE:

Under general supervision of the Chief Operations Officer and in collaboration with the administrative team, the Director of Clinical Operations/Nurse Practitioner develops, implements, and evaluates the medical practice delivery model in accordance with the goals of Obria Medical Clinics. She/he shares the administrative functions that directly impact medical services and collaborates with the management team in overall planning activities. She/he reviews efficiency and productivity data to meet quality goals, create processes and documentation needed for compliant operations. She/he is also responsible for the clinical oversight of the clinics and provides support for clinical operations. She/he assures delivery of quality services to all patients. She/he also performs clinical responsibilities as agreed upon by the Chief Operations Officer, including the provision of comprehensive sexual and reproductive health care to patients through assessment, diagnosis, management, evaluation, health promotion, and anticipatory guidance. The nurse practitioner synthesizes theoretical, scientific, and contemporary clinical knowledge for assessment and management of both health and illness status. Nurse practitioners practice in accordance with state licensure and regulatory mechanisms. Additionally, for approximately 8 hours per week, this position under the supervision of the CEO of the Obria Foundation, will function as the Clinical Advisor to Obria's new and potential affiliate clinics in and outside of California.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Visible supporter of Obria's mission, vision, and values.
- Maintains highest degree of confidentiality in donor, staff, patient, fiscal, and organizational matters; understands and meets HIPAA, OSHA, AAAHC and infection control requirements.
- Oversees infection control and prevention.
- Provides courteous and timely assistance to internal and external customers.
- Meets time and attendance requirements for the position and uses work hours productively and appropriately.
- Follows procedures and policies in completing work and making decisions.
- Remains up-to-date on best practices relevant to the position; enhances personal skills.
- Completes continuing education as required to retain licensure or certificates and cooperates with credentialing requirements and requests.

- Meets criminal background search clearance.
- Meets clinic health requirements to include annual proof of negative TB test. Receives hepatitis B vaccination, if desired
- Available to work evenings and weekends, as needed, to complete workload
- Has personal vehicle for work use; has personal driving record and insurance policy that meet Obria requirements. May travel out of town by car or air for short periods of time
- Works at all Obria locations, as needed

POSITION FUNCTIONS:

- Participates in the recruitment and selection process for medical providers and in the development of standards and qualifications for medical personnel.
- Independently examines, evaluates, and recommends treatment for patients using approved standardized process protocols under the supervision of the Medical Director.
- Audits EHR charts and staff documentation for accuracy.
- Leads planning for the development of new clinical programs.
- Provides in-services to medical volunteer and staff training quarterly or as needed
- Provides counsel in personnel matters relating to the clinical staff.
- Facilitates quarterly medical staff/provider, medical executive team and quality improvement meetings.
- Performs or delegates responsibility for quarterly medical reviews for all medical staff focusing on quality of care and appropriate coding.
- Supervises peer reviews biannually.
- Supervises all Nurse Practitioners and the Staff Physician and serves as a liaison between the medical directors and the clinic's medical and administrative staff.
- Responsible for the credentialing and privileging of the medical staff.
- Reviews input from medical staff on their ideas and concerns with the Leadership Team.
- Acts as a medical resource for staff and volunteers; managing and addressing medical and clinical issues that may arise while in the clinics and on an on-call basis.
- Responsible for staff and volunteer adherence to compliance standards, including HIPAA, OSHA, and AAAHC.
- Oversee and maintain performance improvement processes for Obria as established by the Medical Director, AAAHC, the state government, and any other entities.
- Meets with the Medical Directors and Chief Operations Officer regularly for mutual communication on clinic activities, requirements, and performance.
- Reviews and recommends updates to Operational P&Ps; implements P&Ps for Obria Medical Clinics and Obria affiliate clinics to ensure that all medical procedures are conducted in accordance with those approved by the Medical Director.
- Advises on schedules of fees (and related discounts for services to patients, as appropriate) to be charged for professional services rendered by medical providers.
- Approves student affiliation agreements; responsible for overall performance of clinical students in the health center.
- Reviews and is familiar with grant programs and UDS reports.
- Advises on purchase of medical equipment.
- Under direction of the CEO of the Obria Foundation, acts as clinical advisor for new and Obria affiliate clinics in and outside of California in conjunction with Obria Foundation staff and consultants
- Working closely with the Senior Director of Affiliate Expansion, provides guidance and expertise on the implementation of Obria's medical policies and procedures to new Obria affiliate clinics
- Performs other duties as assigned or requested.

SUPERVISORY DUTIES:

- Performs annual performance appraisals on all Nurse Practitioners and the Staff Physician and provides clinical feedback on all medical staff.
- With the Medical Director, provides supervision of continuing professional education, in-service training and orientation of new medical staff.
- Performs supervisory duties timely and proficiently, including completing interviewing and candidate recommendation performance appraisal and pay recommendations, discipline, documentation, and termination recommendation.

QUALIFICATIONS:

- RN licensure and NP certification in good standing with the California Board of Registered Nursing required
- ANP, FNP, or WHNP board certification preferred
- Limited OB ultrasound training preferred
- Minimum of five years prior work experience in a community health clinic or hospital system preferred
- Minimum of two years of supervisory experience preferred
- Demonstrates supervisory and leadership skills
- Knowledge of Medi-Cal, HIPAA, Clinical Facility Licensing preferred
- Spanish language skills preferred

COMPUTER & EQUIPMENT SKILLS:

- Able to use electronic medical records programs or other specialized software
- Proficient in Microsoft Programs: Excel, Word, Outlook and Power Point; as well as email and internet programs
- Uses standard office equipment
- Operates medical devices and instruments relevant to the clinic environment
- Calibrates and trains others on equipment as needed
- Able to learn additional programs currently used at Obria or programs implemented in the future

PHYSICAL JOB REQUIREMENTS:

- Ability to sit, stand, and walk for extended periods throughout the day
- Able to tolerate extended periods of time at a computer station or work desk including the ability to operate computer keyboards/mouse, and office equipment
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use office equipment and drive a car safely
- Hearing and speech within normal ranges, sufficient for clear/concise communication face to face, and to speak on the telephone
- Requires some physical activity, which includes regular clinic cleaning and lifting up to 10 pounds regularly and approximately 25 pounds occasionally
- Exposed to typical office environment conditions, which may include a very busy atmosphere, and loud noises/surroundings

MENTAL AND REASONING REQUIREMENTS:

- Uses planning and evaluation skills to develop successful strategies and tactics
- Uses critical thinking skills to assess patient's needs, create documents, spreadsheets, and interpret information furnished in written, oral, diagram, or schedule form
- Able to set goals based on available/obtainable information
- Able to prioritize work in order to meet deadlines
- Able to anticipate and problem solve likely occurrences based on current and/or historic data

