

# Bee Busy Wellness Center – Job descriptions

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**Job Title:** Nurse Manager

**Responsible To:** Chief Medical Officer

**Position Summary:** Serves as Nurse Manager for Bee Busy Wellness Center.

## **Significant Duties and Functions**

Provides a wide variety of clinical services including planning, directing and coordinating the clinical aspect of the center on the day-to-day basis:

- Ensure continual delivery of high quality nursing care
- Adopt and implement innovative nursing practices to improve our facility
- Responsible for hiring, performance reviews, and performance management of nursing staff
- Ensure that nursing staff remains in compliance with professional development and regulatory standards
- Ensures proper incident reporting
- Performs time keeping through timekeeping electronic system for hourly staff
- Participate in provider meetings for increased communication
- Ensures compliance with all state, federal and regulatory standards
- Participates in the development of clinical activities including staffing and support plan and equipment needs projection
- Participates in the development, update and annual review of protocols and standing orders for providers and nurses
- Input/recommendation on the selection of medical equipment and information management system.
- Participates in regular meetings with clinical staff
- Participates in continuing education, in-service training, and orientation of health service staff
- Advocates for the health center and serves as liaison to (including active membership in) local and state professional societies, as well as to health officials, organizations, and health training institutions, as appropriate
- Maintains client confidentiality and adherence to HIPAA requirements at all times
- Maintain a healthy, collaborative team environment

## **Licensure and Credentials:**

- State of Texas Registered Nursing License
- BLS (CPR & AED) Certified
- Minimum of five (5) years of experience as a registered nurse, preferable in supervision
- Strong leadership, customer service, and spoken/written communication skills.
- Must have the ability to demonstrate self-confidence and positive attitude toward self and other achievement

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Employee Signature