

**St. Mary's Health Clinics
1884 Randolph Avenue
St. Paul, Minnesota 55105**

JOB DESCRIPTION

**RN Clinical Program Coordinator – Leadership opportunity
40 hours per week**

The RN Clinical Program Coordinator position will be responsible for providing clinical leadership to St. Mary's Health Clinics (SMHC) designing and organizing the approach to chronic disease management and primary care.

I. ROLE DESCRIPTION:

Plan and develop, as well as implement and direct, a program that provides services for chronic disease management for St. Mary's Health Clinics (SMHC).

Provides leadership for the activities of the Diabetes Education Enhancement Program (DEEP) and other clinical and/or grant programs that address chronic disease prevention and management in current patients.

Work with staff and clinic personnel to establish care strategies for chronic diseases that impact SMHC patients and those that are prevalent in the uninsured/underinsured in the community

Coordinate a database of statistics and narratives for tracking progress and efficacy of treatments and program outcomes.

Provide direct patient care within the parameters of the programs developed.

Educate and train staff in new methods of approach for chronic disease management.

Develop and lead, in partnership with the SMHC Outreach Manager, outreach to the community through lectures, health fairs, and other public events.

II. ACCOUNTABILITY: Executive Director of St. Mary's Health Clinics.

III. QUALIFICATIONS:

Education:

- Registered nurse, Bachelor's degree in nursing.

Experience:

- Bilingual English/Spanish
- Experience in clinical or community health
- Previous administrative experience, minimum two years.
- Case management and/or patient education experience
- Strong sense of patient advocacy
- Awareness of cultural and health literacy issues
- Data analysis and reporting
- Experience with Microsoft office suite
- Self-motivated

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IV. RESPONSIBILITIES:

Clinic Site Operations:

- A. Hiring, support, supervision and training of SMHC RN Care Coordinators.
- B. Collaborates with other members of SMHC clinical programs for program planning and evaluation.
- C. Collaborates with SMHC Nursing Supervisors and Clinic Operations Manager in discussing and implementing clinic processes, patient supplies, and medications.
- D. Follows patients with a chronic illness through their medical clinic appointment, assisting the volunteer nurses and physicians as appropriate.
- E. Meets with patients to review the medical visit and expand on the individual patient needs, reviewing self-management goals, areas of progress and barriers.
- F. Reviews patient medications and treatment plans; ensures compliance with standards.
- G. Communicates with patients between clinic appointments as needed.
- H. Manages reporting of clinical activities and outcomes.
- I. Collaborates with grant writing and reporting

Case Management:

- A. Shares with Nursing Supervisors in the responsibility for follow-up of patient clinic visits by reviewing diagnostic findings, communicating with providers for therapeutic interventions, and making referrals to designated providers.
- B. Works closely with volunteer clinic providers, Medical Director, Executive Director and Clinic Operations Manager to assure quality and continuity of patient care.

Professional Practice:

- A. Maintains an active license, if required for professional practice.
- B. Maintains current knowledge in area of practice, specifically in diabetes care.
- C. Continues to expand knowledge of commonly used pharmaceuticals, diagnostics and follow-up procedures of the clinic practice.
- D. Works with SMHC Patient Care Committee and SMHC Quality Committee in the development and implementation of policies and procedures that comply with existing state and/or federal regulations and ensures uniformly competent care of patients and safety of staff.
- E. Maintains knowledge and continuing education in working with populations of color and diverse cultural views of health and health care.

Other Duties:

- A. Researches and develops educational materials and documentation aids.
- B. Records and prepares patient outcome reports.
- C. Other duties as assigned by the Executive Director.

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Approved:

Melissa Gatten
Executive Director July 2018