

# Prodigy Dialysis

## Job Description

### Job Title:

Clinical Coordinator/Charge Nurse

### Reports to:

Medical Director

### Summary of Basic Job Function:

Manages the overall operations for nursing services and care at the hemodialysis facility and assures the therapeutic nursing management of the ESRD patient.

### Essential Responsibilities:

- Oversees nursing and technical services for patient treatment and assures that appropriate adjustments in treatment plans are developed, implemented, and meet compliance with state and federal governing agencies;
- Maintain open communication with physicians and other health care professionals regarding patient care;
- Administer policies, procedures, and resources to ensure safe and appropriate treatment of patients;
- Perform patient care as required;
- Understand basic wage and hour laws; federal, state, and local laws and regulations; Medicare and legislation affecting employment in dialysis; and nursing services;
- Plan, organize, and supervise the nursing, technical, and biomedical staff to ensure high quality patient care according to company policy;
- Determine staffing plans that promote the maximum utilization of all personnel;
- Develop and maintain educational programs to keep staff up to date on nursing practice, universal precautions, worker/patient safety, etc.;
- Communicate policies and procedures to staff by way of manuals and in-service education.
- Provide work direction to nursing, technical, office, and biomedical staff;
- Assist in employee activity such as hiring, promoting, job performance evaluations, and disciplinary actions with appropriate approvals by the Medical Director;
- Maintain employee records to include written performance evaluations to all staff;
- Comply with state and federal regulations for patient care and services (OSHA, Medicare, etc.);
- Assist with creating and implementing any corrective action needed as a result of internal or external quality assurance, Medicare, OSHA, or other government agencies;
- Report and document all employee injuries according to established policies and procedures;
- Identify and plan prompt corrective action for any issues with building safety and equipment, and systems;
- Participate in the development and revision of policies and procedures with the Medical Director;
- Patient liaison;

- Other duties as assigned.

## **Job Qualifications**

### **Education**

Required: Graduate of an Accredited School of Nursing  
Current appropriate RN license

### **Experience**

Required: Six months dialysis experience (minimum)

### **Certification**

Required: Current RN License  
Current CPR Certification

### **Skills**

Required: Strong management/leadership skills;  
Strong communication, customer service, and decision making skills with a focus on continuous quality improvement.