

CLINICAL NURSE MANAGER

Founded in 1973, Boulder Valley Women's Health Center (BVWHC) is a leader in reproductive and sexual health care in the community. Our mission is to offer accessible, confidential, evidence-based, and compassionate health care, including abortion, family planning, gynecology, gender-affirming care, community education and sexual health support. We strive to make quality health care available to all, particularly those who experience unique barriers to access, such as people who are low-income or uninsured, monolingual Spanish speakers, youth, LGBTQI persons and people with disabilities. BVWHC envisions an informed community of people who are empowered to make health-related choices that support vibrant, full lives.

Are you passionate about providing high-quality reproductive health and family planning services, including abortion care, to patients from within Colorado as well as from across the United States? We are seeking an experienced Nurse Manager who embraces a spirit of continual improvement, maintains a high level of clinical quality, and possesses a relentless drive toward excellence to join our team. This position is responsible for providing leadership support for the clinic staff in close collaboration with the Clinic Operations Director and the Medical Director. The Nurse Manager will also deliver quality patient care that is consistent with our mission and is responsible for ensuring the provision of high-quality services to our patients.

Hours:	Full Time (40 hours per week)
Compensation:	Starts at \$73,000 per year and commensurate to experience. Salaried/exempt.
Supervisor:	Medical Director

PRIMARY RESPONSIBILITIES:

- The Nurse Manager is a clinic leader, alongside the Operations Director and the Medical Director.
- Serves as a role model for professionalism and the organization's values.
- Collaboratively leads effective care delivery, in partnership with the Medical Director and the Operations Director, through strong clinical staff engagement, wise use of resources, and compassionately holding others accountable for their behaviors and actions.
- Leads the RN team to accomplish RN-scope-appropriate clinical care including conveying lab results and other communications between providers and patients, managing PARs, medication refill requests, managing day-call, and creating and managing On-Call for the organization.
- Oversees BVWHC's On-Call program and develops processes for the program so On-Call data can be extracted from Electronic Health Record (NextGen EHR) for clinical care process improvement.
- Works in strong collaboration with the Medical Director & Clinic Operations Director around maintaining clinical quality and Quality Assurance and Improvement (QAI). The RN Manager is responsible for retrieving and analyzing data and preparing and presenting reports re: clinical operations, including for purposes of QAI and compliance/qualification for incentive programs. In the absence of a QAI/Data Coordinator, coordinates with the Medical Director on Safety Events, clinical audits, and implementation of Corrective Action Plans.
- Protects staff, visitors, and patients by developing, implementing, and adhering to professional standards, policies and procedures, and federal, state, and local requirements, including OSHA, CLIA and CDPHE. Develops and implements infection-control policies and protocols; enforces medication administration, storage procedures, and controlled substance regulations; alerts Medical Director and Operations Director regarding potential concerns.
- Oversees organizational compliance with CLIA, OSHA and other federal, state, and local regulatory requirements.
- As a member of the Quality Assurance and Improvement (QAI) Committee, monitors all safety events and develops corrective actions to improve quality performance.

- Leads Root Cause Analyses to identify and resolve clinical care issues; completes audits to evaluate and maintain clinical quality; identifies, develops, and implements system improvements.
- Manages and leads daily clinic flow, in collaboration with the Medical Director and the Operations Director, including nurse visits, Medical Assistant visits, co-visits and walk-ins.
- Maintains a cooperative relationship amongst healthcare team by communicating patient care requirements, responding to requests, building rapport and participating in team problem-solving.

Staff Management

- Develops an effective and adequately sized RN team. Hires and trains the RN team.
- In collaboration with HR, builds a recruiting, hiring, onboarding, performance review, and retention process that brings in competent RNs who are a good fit for the organization.
- Provides coaching, counseling, and discipline for direct reports. Clearly communicates job expectations and enforces organizational policies and procedures.
- Maintains Nurse schedules ensuring clinic coverage.
- Develops, conducts, trains and oversees Medical Assistants (MA), Patient Services Assistants (PSA) and Lab Coordinator to ensure clinical operations compliance. Conducts clinical training of MAs & Lab Coordinator in collaboration with Clinic Operations Manager.

Maintenance of Clinical Competency

- Improves patient care and maintains job knowledge by attending educational workshops, reviewing professional publications, establishing personal networks with relevant professional societies, and implementing state-of-the-art best practices that align with nationally established clinical guidelines and recommendations.
- Maintains licensure and required continuing education credits.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in nursing; master's degree in nursing preferred.
- Bilingual in Spanish preferred.
- CO State Licensure and/or Compact State Licensure.
- BLS and CPR Certification.
- 3+ years of nursing experience, including at least two years of supervisory and management experience.
- Proficient computer skills, including Microsoft Office Suite (Outlook, Word, Excel).
- Experience utilizing electronic health records. Experience with NextGen EHR strongly desired.
- Ability to communicate effectively both orally and in writing.
- Passionate about reproductive health care and family planning services, including abortion care.
- Must possess strong management skills, unwavering attention to detail, and a high degree of organization.
- Able to work in a collaborative manner with a multidisciplinary team.

WHY BVWHC?

- ✓ **We support each other.** Our people are passionate about what they do, the services they provide, and the clients they serve. If you're looking for an opportunity to be part of a work family that values collaboration, innovation and dedication, we're the right organization for you.
- ✓ **Our benefits package** includes medical insurance, vision and dental insurance, nine paid holidays, paid time off, short-term disability coverage, 403(b) retirement plan, life insurance and an Employee Assistance Program.

As an Equal Opportunity Employer, we do not discriminate based on race, color, religion, gender identity, gender expression, sexual identity, national origin, age, or ability.

TO APPLY: Please email your resume and a cover letter, specifically addressing the position responsibilities and your associated qualifications, to: **Grace Wanebo**, HR Coordinator, at jobs@bvwhc.org. No phone calls, please.