

Community Physicians Group

Siloam Springs Medical Center is now taking applications for the following position:

NURSE MANAGER

Reports to: Practice Manager

Nurse Manager Educational Requirements:

- Minimum – High School diploma or the equivalent.
- **Arkansas License RN in good standing**
- Proven previous job history

Nurse Manager Primary Responsibilities:

- Managing nurses schedules to insure all teams are staffed
- Time sheets / Time off requests
- Shots
- Float nurse to teams that are short staffed
- Requesting staff training/education
- Financial management of unit (clinical)
- Staff performance evaluations
- Provide leadership, ensuring that the unit runs smoothly and be a professional role model for staff.
- Overseeing patient care and ensuring adherence to established policies and procedures.
- Monitoring staff activities, and with helping to recruit and train new personnel.
- The nurse supervisor also acts as an interface between staff, their patients, and the patient's families.
- Administrative duties are another sizable part of the responsibilities.
- Other duties as assigned by manager.

Other duties when applicable when floating with a provider include:

- Check in patients in accordance with office procedures
- Administer injections (pediatrics through geriatrics)
- Charting and obtain ABN when appropriate
- Perform EKG, blood pressure, Phlebotomy, and lab
- Perform dressing changes
- Removal of staples/sutures
- Assist provider with surgical procedures/minor emergencies

- Cleaning and sterilization of instruments
- Stock, clean, & sterilize rooms
- Return patient phone calls
- Order patient prescriptions & assist with patient assistant programs
- Assist with inventory and ordering supplies
- Assist with answering phones and appointment scheduling
- Ability to stage 25 – 35 patients per day

All applicants MUST apply online at www.cpgclinics.com Interested applicants should contact Misty Coble at mcoble@cpgclinics.com.

04/30/19