

**Position: Clinical Coordinator**

**Department: Nursing Administration**

### **Tasks & Duties**

- Coordinates, assists, and supervises delivery of nursing care to ensure appropriate quality of care is provided to the patients.
- Acts as a (clinical and administrative) resource person for first line managers and clinical nursing staff at all levels.
- Acts as a liaison between patients, relatives, staff and physicians in clinical and administrative situations as necessary.
- Identifies, analyzes and resolves administrative problems by direct intervention or by notification of the appropriate personnel.
- Facilitates appropriate staff coverage on nursing units/wards in the absence of the nurse manager (staffing management on shift basis)
- Coordinates with the admission department about admission of patients' process for appropriate bed management according to BMC policies and procedures.
- Demonstrates competency and efficiency by: analyzing diversified information, problem solving, customer service, oral and written communication, personnel / staffing management, bed management, quality management, institutional support, strategic thinking, judgment, planning and organizing, adaptability, punctuality and attendance, dependability and initiative.

### **Job Qualifications and Requirements**

- BS Nursing. DU in Nursing specialty or a Master's degree are preferred.
- 7 years of experience in Nursing of which 5 years in a supervisory role
- 12 hours shifts rotating day and night
- Effective time management and organizational skills.
- Effective communication and listening skills.
- Therapeutic relationship with doctors, colleagues, patients and their families.
- Coaching/Mentoring skills
- Critical thinking skills.
- Adaptive to change/ Change of Management and able to work under stress