

Job Description	
Job Title: Clinical Coordinator	
Department: Nursing Administration	
Reports to: Director Of Nursing	
Job Type: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	

Job duties and tasks

The Clinical Coordinator (CC) coordinates, assists and supervises services to ensure appropriate quality of care given to the patients. The CC is responsible to coordinate patient care within the framework of Patient Centered Care. He/ She ensures that care is provided in an ethical and compassionate manner.

The Clinical Coordinator performs regular rounds to ensure quality of patient care, evaluates the nursing staff competency by performing competency tests & clinical audits, gives input as necessary & puts corrective action to improve the quality of care.

The CC acts as a liaison between patients, relatives, staff and physicians in clinical and administrative situations as necessary. He/ She demonstrates competence and efficiency by: analyzing diversified information, problem solving, customer service, oral and written communication, personnel management, quality management, institutional support, strategic thinking, judgment, planning and organizing, adaptability, punctuality and attendance, dependability and initiative.

Job Characteristics
Work Schedule: Shift rotation basis 180 hours/month

Educational Background
Minimum education: BS or TS in Nursing. DU in nursing specialty & a Master degree are preferred.

Experience
A minimum of 5 years of experience as a Registered Nurse 1 year of experience as a Nurse Manager or a Clinical Coordinator is preferred.

Requirements
Minimum requirement: Nursing colloquium, nursing license from the Ministry of Public Health, and registered in the Order of Nurses in Lebanon.