Roane General Hospital
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Team Coordinator– Ortho

Roane General Hospital in Spencer, WV a 60 bed Critical Access Hospital with 35 SNF/ICF beds, 25 acute care beds, Level IV Trauma Emergency Department, three Rural Health Clinics and Walk-in Clinic is currently seeking applicants for a **Team Coordinator – Ortho (Full-Time)**

Qualifications:

Candidate must possess appropriate state licensure to practice as a Licensed Practice Nurse (LPN) or Certified Medical Assistant (CMA). The ideal candidate will have a minimum of two years of clinical experience and leadership experience is preferred. Candidates must possess strong computer skills, strong organizational skills, communication skills, and customer service.

Responsibilities:

Personnel Management, Training and Coordination:

- Serve as liaison between Clinic director and other clinical staff as well as the Medical director of the assigned team and providers working within those teams.
- Train, supervise, and coordinate clinical personnel including Licensed Practical Nurses (LPN) and Certified Medical Assistants (CMA) on assigned team.
- Oversee licensed clinical staff adherence to programs, protocols, and new patient care processes.
- Facilitate and assist with staff trainings, continuing education, staff meetings, and team meetings.
- Participate in the interview process for team hires with Clinic director and CCO.
- Coordinates morning huddles of teams and documentation of huddles.
- Coordinates monthly team meetings for service team.

Patient Care:

- Supervises the work flow within the clinic including patient screening & assessment, and covers a clinical provider of care.
- Follow-through on abnormal lab test results.

Program, EMR and Procedures/Protocols Management:

- Help to develop, implement and maintain systems/procedures to ensure all compliance standards.
- Supervise compliance of all programs requirements.
- Maintain all medical protocols and provide for updates as necessary.
- Participate in ongoing quality assurance review activities, and performance improvement reporting, by collecting data as assigned by clinic director or CCO.
- Ensure the clinic continues to comply with all applicable federal and state regulations and hospital wide policies and procedures.
- Reviews preventive maintenance records for accuracy and appropriate follow-up as well as documentation necessary for care team.
- Other duties as assigned by CCO and/or CEO.

For consideration, Email or Fax Resume to: **employment@rghwv.org** **Fax: 304-927-6807**

"Roane General Hospital is an equal opportunity provider, and employer."
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights,1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)