

Job Description: (Team Leader-Clinical)

The Clinical Team Leader communicates and trains all clinical personnel in the practice of appropriate and efficient care of the patient. S/he is responsible for the training of all clinical staff members in best practice scheduling of ordered ancillary services, with time sensitive follow up to ensure studies have been obtained prior to the patients follow up appt. S/he will instruct and follow up with assigned clinical staff members to ensure the appropriate education of patients regarding Imaging study appointments, as well as outlining complete instructions in a clear and easily understood manner. All follow up appointments will be scheduled consecutively, and reviewed with the patient prior to the conclusion of the patients office visit.

The Clinical Team Leader will routinely conduct maintenance reviews with assigned clinical staff members, and be available to them both in person and by email. This will enable him/her to monitor staff for production and professionalism on a daily basis. All unprofessional behavior will be reported to the Practice Manager immediately, and directives from the manager need to be addressed and followed.

The Clinical Team Leader will be responsible for helping keep the costs down relative to clinical supplies as dictated by the practice manager. S/He will be responsible for all clinical orders as approved by the PM. S/He will be responsible for the productivity of the clinical staff, and will have the ability to comprise/suggest additional training tools for the advancement of the above initiatives, if approved by the Practice Manager.

Job Standards:

Excellent interpersonal skills with focus on expert patient care and communication

Clinical decision making

Understands the training process to achieve best outcomes by clinical staff members

Handles face to face interactions well

Responds to staff emails and phone calls in a timely manner

Reports all activity on a regular basis to the Practice Manager

Receipt and Acknowledgment:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Home and the Corporation.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____