



# Genevive

## Job Description: Clinical Coordinator – TCU/LTC/ALF

**Job Title:** Clinical Coordinator – SST/LTC/ALF

**Department:** Nursing

**Position Summary:** Responsible for TCU, ALF, and LTC pre-rounding routine visits for physicians and nurse practitioners in selected nursing homes. Building new TCU and LTC patient charts in EHR. Expedient and accurate completion of tasks assigned to allow the successful completion of individual and departmental goals.

**Supervision Received:** Clinical Coordinator Manager

**Supervision Exercised:** None

**Hours per Pay Period:** 80

**Classification:**  Full-Time     Exempt  
 Part-Time     Non-Exempt

### Education/Qualifications:

1. Current LPN licensing by an accredited institution; responsible to maintain active LPN license
2. Current CPR (cardiopulmonary resuscitation) certification for health care provider
3. Strong medical/clinical background with geriatric experience, nursing home preferred
4. Ability to communicate effectively with an interdisciplinary team at a high level
5. Excellent customer service skills
6. Ability to work independently to maximize potential growth opportunities for the department

### Essential Functions:

1. Development of relationship with nursing home facilities, staff, and patients' families
2. Pre-rounding routine visits on assigned nursing home and assisted living patients
3. Medication reconciliation
4. Collect, review, and enter patient data from facility into provider encounter
5. Order DME equipment as directed by provider team
6. Ongoing maintenance of provider census and scheduling
7. Attends IDT meetings as warranted for TCU
8. Follow HIPAA guidelines when accessing and sharing patient information

### Physical/Mental Demands and Work Environment:

1. Requires sitting and standing associated with a normal work environment.
2. May view computer screens for long periods of time.
3. Performs highly complex and varied tasks requiring independent knowledge and its application to a variety of situations, as well as exercise of independent judgment.
4. Must be able to prioritize activities when faced with competing demands.
5. Requires the use of office equipment, such as a copiers, computers, tablets, telephones, and fax machines.
6. Previous experience with EHR's

7. Work is performed in a NH environment, to include willingness to office from home as needed.
8. Contact with NH staff, physicians, patients, and families at nursing home may be frequent and interruptive.
9. Dependable vehicle required.
10. Remote work capabilities and must have the skill set to work independently, exercising sound judgment, and maintaining high productivity levels.
11. Remote work also requires high levels of electronic and telephonic communication

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_