

*Director, Nurse Managed Health Center, Primary Care Center*

**SUMMARY OF THE POSITION:**

The Director for the Nurse Managed Health Center (NMHC) is responsible for providing overall administrative and clinical leadership for the NMHC. With leadership in the College of Health Sciences and CHS and the SON, the NMHC Director is responsible for executing the vision and strategic plan of the NMHC. He/she is responsible for directing the day to day interdisciplinary healthcare service operations and managing the clinical staff of the NMHC. The NMHC Director also provides expert healthcare services as needed in the NMHC within his/her scope of practice. The Director actively seeks opportunities for interdisciplinary research partnerships with CHS and University of Delaware faculty and students.

**MAJOR RESPONSIBILITIES:**

1. Oversees the establishment and implementation of all NMHC policies and procedures ensuring compliance with university policies and all professional, state and federal rules and regulations.
2. Recruits, trains, supervises and promotes retention of clinicians and staff working in the NMHC.
3. Ensures cost-effective, evidence-based practice, providing oversight for all client care activities including referrals and follow-up.
4. Provides a high level of clinical care within scope of practice; provides consultative services to clinical staff and local clinicians.
5. Engages in continuous assessment and quality improvement for NMHC programs and practices.
6. Works closely with the College of Health Sciences Chief Business Officer, the NMHC, Office Manager and the School of Nursing, Business Administrator to ensure effective financial management of the clinic.
7. Ensures sound fiscal operation, including the timely, accurate, and comprehensive development of budgets and implementation.
8. Interacts closely with management in UD Human Resources, UD Environmental Health and Safety Department, UD Research Office, UD Physical Therapy and Speech Language and Hearing Clinics, BHAN, KAAP, MLS, and local medical and sub-contractor business executives regarding coordination of appropriate clinical and research services and establishment of contracts and billing procedures.
9. Ensures a primary focus on integrated comprehensive to include primary care, mental health and prevention services.
10. Forms and facilitates a NMHC Advisory Committee that consists of members of the communities of interest internal and external to the University.
11. Works closely with leadership and faculty in the CHS and SON to facilitate interdisciplinary education and research in the NMHC.
12. Collaborates with interdisciplinary professionals and faculty to submit grants and professional publications related to the NMHC educational, research, and practice missions.
13. Develops and sustains public relations with affiliating business and healthcare institutions and other agencies in order to promote the NMHC; represents the NMHC at community events.
14. Participates in professional organizations and professional development opportunities, e.g. literature review, conference attendance, to keep abreast of trends and evidence-based practices in nurse-managed health centers and health care.

**QUALIFICATIONS:**

1. Doctoral degree in Nursing or related discipline.
2. Currently licensed or licensure eligible as an advanced practice nurse in Delaware; holds or is eligible for prescriptive authority in Delaware.
3. Certified nurse practitioner in family practice and/or adult health nursing.
4. At least eight years of clinical nursing practice, with at least five years of current clinical experience as a nurse practitioner, preferably in a health care clinic or primary care setting.
5. At least two years supervisory experience, preferably in a health care setting.
6. At least two years of experience as an educator in a health or academic setting.
7. Advanced knowledge of current, evidence based practice principles, methods and procedures for the delivery of patient care in a primary clinic setting.
8. Substantial knowledge of areas related to clinical services and operations, e.g., legal/regulatory, administrative, policy, protocols and other clinical issues.
9. Effective interpersonal and communication skills; effective group facilitation skills.
10. Ability to work effectively with a wide range of constituencies in a diverse community.
11. Basic knowledge of computer software, e.g. Word, Excel; Experience working with Health Information Technology such as Electronic medical record (EMR) or patient registry.
12. Ability to develop and edit written materials and other audiovisual aides.
13. Ability to organize tasks and space.
14. Ability to set priorities and manage multiple responsibilities effectively; ability to be flexible and work under pressure.

**SPECIAL CONSIDERATIONS FOR POSITION WORKING CONDITIONS:**

1. Occasional stooping, bending, kneeling, crouching, and reaching. Requires occasional lifting or carrying up to 50 lbs., pushing/pulling up to 150 lbs.
2. Continuous need for speaking and clear diction as well as hearing sensitivity, and visual acuity.
3. Some exposure to blood borne pathogens and hazardous cleaning chemicals.
4. Availability to take off hours professional calls as needed.