



## JOB INFORMATION

<i>Job Code:</i>	187647
<i>Job Title:</i>	Clinical Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Nursing
<i>Job Family Group:</i>	Nursing Services
<i>Management Level:</i>	4 Administrator

## JOB SUMMARY

Oversees administrative and clinical operations for private practice(s), including clinical management, clinical policies and procedures, medical records, patient care information systems, quality management, faculty/staff credentialing and billing operations.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Master's degree		Or
X		Master's degree	Public Health	Or
X		Master's degree	Health-Related Professions	Or
X		Master's degree	Nursing	

### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years		

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Supervisory level clinical and administrative experience.
X		Thorough knowledge of management principles, clinical systems and operations, private practice administration, billing and collections, regulatory/accreditation agency requirements, and quality assurance.

## Licenses

Req	Pref	License(s)
X		California Board of Registered Nursing issued nursing license (RN)

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directly or indirectly supervises all assigned subordinate staff, usually through supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.				
Plans, develops, organizes, implements and evaluates patient care delivery systems for private practice(s) (e.g., registration, patient transportation, admission, case management, customer service, ancillary service, emergency services. Ensures the provision of high quality customer service to patients, payors, referring physicians and staff. Supervises Clinic Manager(s).				
Develops and oversees implementation of internal policies (e.g., private practice operations, quality assurance, billing services, medical records, safety), ensuring compatibility with university policy and compliance with requirements of Medicare, Medi-Cal, managed care contracts, and insurance companies. Interprets applicable laws, rules, regulations, policies and procedures, ensures compliance and approves any necessary exceptions. Ensures consistency of clinical practices with current local, state and federal regulations, and laws and standards established by accrediting organizations.				
Develops, implements and coordinates quality assurance programs (e.g., USC Quality Management Outcomes Program). Ensures program meets accreditation standards, provides data to improve organizational performance and outcomes of patient care, and supports external market contracting.				
Directs the development, enhancement and maintenance of information systems through subordinate computing staff to support operations. Ensures that internal systems complement university-wide systems and that information is reconciled on a regular basis.				
Oversees billing operations through subordinate staff, ensuring maximum net revenues, efficiency and effectiveness in collecting accounts receivables. Develops systems of collection within case rate/package pricing.				
Participates in budget development; manages budget for clinical areas.				
Oversees credentialing program for all affiliated physician providers in cooperation with campus credentialing offices.				
Identifies staff educational needs and develops educational programs. Promotes staff participation in educational opportunities and activities.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

Campus Security Authority (CSA)	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.