

## Nurse Senior Manager

**Job Code:** 7146

**Salary Grade:** C10

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Oversees operations and patient care, personnel supervision, and clinical management, including scheduling for multispecialty clinic or departments. Develops procedures, goals, and oversees the clinical operations to ensure adherence, high-quality patient care, and professional collaboration with clinical team members. Complies with all university and regulatory policies and procedures to ensure the safe delivery of care.

- Supervises clinical staff, including nurses, medical assistants, and technicians. Coordinates and supervises the activities of personnel, and serves as a point of contact for daily support. Hires, trains, conducts performance evaluations, disciplines, and terminates employees.
- Performs nursing duties as needed and serves as a patient services advocate.
- Assists in the development and implementation of clinical or operational procedures. Observes services to ensure conformance. Enhances adherence to clinical, project, program, or departmental procedures.
- Attends meetings and conferences. Conducts monthly staff meetings. May make presentations to committees and staff.
- Identifies areas for improvement and/or enhancement of patient care and proposes solutions. Conducts quality initiatives and assurance projects on a periodic basis.
- Coordinates the distribution of information and the provisions of training to employees.
- Collaborates with other healthcare professionals and patient care managers to provide efficient quality patient care.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

#### Education:

Required: Master's Degree in Nursing

Equivalency/Substitution: Will accept a Bachelor's Degree in Nursing and 84 months experience as a professional Nurse in lieu of the Master's Degree. There is no substitution for the supervisory experience.

#### Experience:

Required: 60 months experience as a professional nurse (RN) of which 24 of the 60 months is supervisory experience.

#### Certifications or Licenses:

- Registered Nurse Licensure from the State of Oklahoma.
- Basic Life Support certification.
- Cardiopulmonary Resuscitation certification.

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Advanced knowledge of techniques needed to diagnose and treat illness or injury related issues, to includes but not limited to treatment alternatives, drug properties and interactions, and preventive health care measures.
- Advanced knowledge of (Health Insurance Portability and Accountability Act (HIPAA)).
- Ability to give full attention to what is being said and understand the points being made. Ability to ask questions when appropriate.
- Excellent verbal and written communication skills
- Ability to deal with staff, physicians, visitors, vendors, and patients in a tactful, diplomatic, and pleasant manner.
- Ability to work in stressful situations and meet deadlines.
- Must be detail oriented and organized.
- Ability to work independently and as a team member.
- Basic math and computer skills.
- Detail oriented for accuracy of data and information.



## JOB DESCRIPTION

# *The* UNIVERSITY of OKLAHOMA

- Well organized and ability to handle multiple projects and deadlines.
- Ability to build and maintain rapport with students, faculty, staff, and providers.
- Ability to solve problems.,

### Working Conditions

#### Physical

Prolonged periods of standing and walking. Manual dexterity, stooping, bending, and lifting.

#### Environmental:

Outpatient or Inpatient environment.

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