



Job Description

JOB TITLE: Clinic Director
REPORTS TO: Regional Vice President - Operations
FLSA CLASSIFICATION: Exempt
COMPENSATION: Salaried and exempt from overtime pay. Performance Incentive subject to achieving all-encompassing production KPIs.

SUMMARY/OBJECTIVE:

Day to day management of patient services and clinical personnel as well as all duties and responsibilities required of a physical therapist.

ESSENTIAL FUNCTIONS:

- Comply with the Facility's Comprehensive Compliance Plan (CCP) which includes but is not limited to: Business & Clinical Operations, Environmental Health & Safety, HIPAA, Human Resources and Code of Conduct as well as all facility policies and procedures and educational requirements associated the CCP.
- Perform all the essential job functions of a physical therapist.
- Promote and facilitate practitioner access to advanced or specialty techniques to impact optimal care delivery to the patient/client.
 - Develop clinical orientation procedures and orientation schedules for clinical staff
 - Participate in and/or coordinate clinical orientation and training of new personnel
 - Participate in clinical reviews and audits to determine appropriate educational tracks
 - Provide clinical treatment guidance to impact effectiveness
- Manage clinic activity by balancing staffing and patient levels
 - Prepare staffing schedule based on patient volume, diagnostic category, skill set match and patient acuity level
 - Approve personal time off based on projected patient demand level six weeks in advance and submit to Regional Vice President - Operations for final approval
 - Commit to clinical affiliations based on available clinical instructors and projected patient mix and demand level
 - Consult with and/or assist the Regional Vice President - Operations regarding scheduling meetings, educational programs, training sessions and special projects
 - Provide productivity/efficiency guidance to clinical personnel
 - Distribute and post the therapists' scheduling calendar
 - Monitor and modify patient schedule daily and weekly to assure the appropriate complement of personnel
 - Assist with the coordination of specialty program interfacing into general operations and overall program growth and development
- Manage clinical personnel
 - Carry out interviewing, hiring, orienting, performance evaluating, promoting, counseling and discharging processes for physical therapy employees and agents
 - Complete and conduct performance reviews for non-physical therapy personnel



- Make merit and promotion recommendations to the Regional Vice President - Operations for all clinical personnel
- Manage overall clinic day-to-day operations
 - Monitor and assure proper compliance levels and activities
 - Coordinate or carry out training and drills
 - Develop partnership with Marketing Team to execute marketing strategies and programs for clinic and company
 - Manage clinical personnel and technical staff assignments
 - Assign and modify duties and responsibilities based on variables including, but not limited to, patient volume and mix, special projects, regulatory/compliance mandates and other business needs
 - Review management and financial reports impacted by clinical services and make recommendations and create action plans for consideration
 - Fiscally responsible for management of clinic P&L to include expenses, revenue and overall profitability

SKILLS AND KNOWLEDGE:

- Excellent verbal and written communication skills
- Management and leadership skills to develop and manage clinic personnel
- Excellent organizational and time Management skills
- Advanced computer skills to include MS Office, including Word, Excel and Outlook.
- Use and knowledge of EMR software systems
- Effective problem solving and decision-making skills

EDUCATION AND EXPERIENCE:

- Graduate of a Physical Therapy Program approved by the Commission on Accreditation of Physical Therapy Education (CAPTE)
- Current state Physical Therapist or Physical Therapist Assistant license
- Three to five years of related management experience
- Current basic Life Support (BLS) Certification
- Bilingual English/Spanish strongly preferred.

WORK ENVIRONMENT:

This job operates in an outpatient clinic environment. This role routinely uses various clinic equipment and standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMAND CAPACITY:

Consistent with published industry PDC norms or minimally:

- Requires the manual dexterity and general strength and endurance
- Lifting—routinely loads of 5-35 pounds from:
 - Floor to waist
 - Waist to shoulder
 - Shoulder to overhead
- Carrying—routinely loads of 5-10# for 40-50'



- Pushing---routinely loads of 5-150# on casters, runners or pulleys
- Sustaining a grip---routinely for 1-2 minutes of 40-50#
- Guarding a “lift load” routinely of 120-140#

EXPOSURE DETERMINATION:

- Has the potential for Hazardous Substance Exposure
- Has the potential for Bloodborne Pathogen Exposure

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name – Print

Employee Signature

Date ____ / ____ / ____