



NURSING ADMINISTRATIVE MANAGER (RN)

SUMMARY OF POSITION

TotalWellness offers wellness screenings, vaccinations and other wellness related services for employees at companies located across the country. The nursing administrative manager will oversee our medical professionals in the field. The nurse will also provide guidance and support to participants when necessary and fulfill a variety of administrative tasks.

DUTIES AND RESPONSIBILITIES

- Provide medical oversight and supervision
 - Sign vaccination standing orders
 - Provide virtual supervision to LPNs in the field
 - Answer questions from medical professionals via phone, text, and email
- Manage the team of TotalWellness medical professionals by counseling, evaluating, and educating
 - Take action on daily event feedback
 - Oversee and track completion of online education/training programs
- Create and implement medical quality assurance program
- Oversee and provide medical and wellness services, such as cholesterol/glucose testing, blood pressure checks, height/weight measurements, health education, vaccinations, etc.
- Attend and provide services at community and employer events
- Facilitate communication with the TotalWellness team of medical professionals
 - Establish and fulfill communication plan
 - Newsletters, blogs, emails, etc.
- Review and update the TotalWellness contractor manual, vaccination procedures, biometric screening procedures, and other medical related procedures
- Develop supplemental training and educational materials for TotalWellness medical professionals
- Assist with enhancing our COVID vaccine implementation plans
- Provide participant and client requested medical support when necessary, such as answering vaccination related questions, providing guidance on arm pain management, and discussing onsite screening results with participants.
- Review all incident reports and provide follow-up when necessary
- Submit vaccination related incidents to VAERS
- Oversee medical compliance including state and national regulations

- Oversee CPR compliance and tracking
- Assist with establishing medical professional pay rates per state
- Serve as a TotalWellness liaison with our Medical Director
- Continually research and review immunization, cholesterol, diabetes, blood pressure, body composition, COVID-19 and other health education standards to ensure TotalWellness is current
- Review participant facing materials for accuracy and completeness regarding medical content
- Work closely with Field Operations team and assist with contractor selection, training and education
- Assist with medical professional recruiting and onboarding
 - Post ads and promote TotalWellness
 - Research and contact to new resources
 - Evaluate history and background check of medical professionals
 - Assist with processing applications
- Other duties as assigned

REQUIREMENTS

- Bachelor of Science Degree in Nursing
- Five or more years nursing experience
- Current and unencumbered RN license in Nebraska
- Willingness to be an overseeing RN for vaccinations, blood collection, and other wellness services
- Willingness to participate in service offerings including biometric screenings, flu vaccination, and COVID-19 vaccinations
- Available via phone for late night, early morning, and/or weekend medical emergencies and to address urgent medical questions
- Vaccination and health screening experience is desirable
- Willingness to travel to client events is desirable
- Strong customer service skills with excellent bedside manner
- Excellent analytical, problem solving and organizational skills
- Ability to work independently and handle multiple projects

If interesting in applying, submit resume to Kristina Macklin at kmacklin@totalwellnesshealth.com.