Lead Position Addendum

The lead is expected to prioritize tasks, balance their workload, and strategize the day’s schedule for maximum production and effectivity. Additionally, the lead is expected to have

* excellent communication and listening skills
* the ability to direct staff in a kind but firm manner
* the ability to guide and encourage staff

**Additional Expectations**

The lead is expected to do all of the following:

* Be the first to arrive to open the office and set up for the day.
* Be the last to leave to close the office and set up for the next day.
* Efficiently run the morning meetings.
* Help with delegating staff for surgeries.
* Pay close attention to detail when reviewing charts for the current day and next day to ensure
  + all necessary supplies/instruments are available or requested
  + flippers/stents/splints are ready or in route
* Inform the doctor of the days schedule and staff.
* Keep the doctor’s schedule on time and inform them when they are running behind schedule.
* Know the doctor’s preference(s) for various matters.
* Keep the doctor informed of all special circumstances, such as special patients, doctors or family scheduled, students completing observations, etc.
* Help seat and intake patients.
* Strategize the best times for staff lunch breaks, and ensure they receive a full 30-minute lunch break.
* Ensure there is adequate senior staff in each surgery, sufficient staff in each room, and certified staff administering medications.
* Draw accurate doses of medications and have them ready and available in the surgery room.
* Remain aware of how much medication is on hand and already drawn up.
* Maintain the ability to balance lead duties, assist in surgeries, and simultaneously keep track of the full office schedule.
* Possess practice and procedure knowledge as well as confidence when answering patient questions and providing information.
* Be knowledgeable of the front office scheduling, including work-ins and emergency times.
* Train new assistants and be the fill-in trainer when needed.
* Order back office supplies and pick up general supplies as needed (e.g., distilled water, patient water bottles, gloves, etc.).
* Ensure timecards and the daily schedule get completed.
* Print the evening call list for the doctor.
* Run the back during clinic flow, lunches, etc.
* Liaise between the front and back offices.
* Ensure all tasks are completed daily/weekly.
* Delegate assignments to others as needed.
* Supervise the assistants.
* Hire support or assistants as needed.
* Provide evaluation input.
* Complete service requests for back office equipment as needed.

**SIGNATURE**

This addendum to your original job description has been authorized by the owner. The employee signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the positions. Job performance reviews will be conducted annually.

Employee Printed Name Date

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Employee Signature

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