

## Nursing Supervisor

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Company: Keck Medicine of USC

Location: United States

Category: other-general

REQ20147376 Nursing Supervisor - Engemann Student Health - Full Time 8 Hour Days (Exempt) (Non-Union) Serves in a Supervisory role as a valued member of the management team, advising and supervising clinical affairs as the clinic RN to provide guidance to other RNs, LVNs, MAs and other clinic staff. Performs complex and varied administrative and clinical assignments. Serves as a personal contact for physicians, staff, patients and outside departments in order to address problems, issues or concerns that require attention. Assists in management of clinical unit operations. Reports to the Department Leader. Responsible for conducting and performing staff training, competency, and evaluation in collaboration with applicable stakeholders. Conducts staff performance appraisal. Provides staff disciplinary notice as applicable. Ensures patient's right to privacy, safety, and confidentiality is maintained. Maintains a safe environment in accordance with standards, policies, and safety regulations. Ensures compliance with infection control policies. Complex, independent problem solving when overseeing a team of clinical floor staff and patient care coordinators. Other duties as assigned. The annual base salary range for this position is \$110,240.00 - \$181,896.00. When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, education/training, key skills, internal peer equity, federal, state, and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations. Essential Duties: ASSESSMENT 1. Continually reassesses staff and service needs 2. Identifies potential barriers to clinic operations 3. Assesses staffing needs for the clinic using visit volumes, patient acuity, and staff competencies. 4. Ensures complete

and accurate documentation of patient acuity, staffing, and breaks as required

perPLANNING 1. Ensures timely communication of staffing plan to Providers and Services

INTERVENTION 1. Utilizes professional, respectful, effective communication to delegate and

direct activities and assignments 2. Supports the staffing and operational needs of the unit

and organization by having his/ her own RN assignment 3. Ensures and facilitates staff's

prompt response to service needs as appropriate 4. Requires ill/injured staff to have medical

evaluation and complete required formsEVALUATION 1. Evaluates and modifies staffing plan

and service assignment, skill mix, and coverage to ensure patient safety, avoid delays in the

flow of patient care. Completes staff performance appraisal. Renders progressive discipline

per policy if applicable.LEADING AND ROLE MODELING 1. Acts as a clinical resource and

support 2. Keeps informed of clinical / service / organizational updates / changes 3. Models

compassion, understanding, problem solving and conflict resolution skills amongst the staff

to assist patients and families having difficulty coping with their illness and/or hospitalization

and maintains good public relations 4. Consistently keeps current on clinical, department and

medical center changes; shares information with staff members by facilitating huddles and

utilizing all forms of communication as directed by the department Manager 5. Models expertise

through the application of evidence-based practice in clinical decision-making 6.

Demonstrates enthusiasm and commitment to the service, department and organization's

mission and goals 7. Participates in departmental or organizational activities as assigned 8.

Partners with Leadership in making daily staffing assignments in accordance with budgeted

hours per patient day and provides rationale for any staffing variances. 9. Seeks out

opportunities for professional development (e.g. certifications, nursing committees, unit

based projects, research, published peer review article) 10. Effectively collaborates with

other disciplines and providers to meet the needs of patients and fellow staff

membersDIRECT PATIENT CARE ACCOUNTABILITIES – AS APPROPRIATE &

APPLICABLE 1. Follows policies and procedures; demonstrates the ability to access online

manuals. 2. Transfers learned scientific knowledge into practical application in applying the

Nursing Process. 3. INTERVENTION Administers medication and IV therapy appropriately at

prescribed intervals. Completes patient care procedures correctly per policy at prescribed

intervals. Delegates tasks based on others' scope of practice and competency. Acts as

patient advocate. 4. DOCUMENTATION Documentation is complete and correct in Health

Record 5. EDUCATION Provides patient/family education as needed 6. TRANSFER AND

DISCHARGE Collaborates with Case Manager and/or physician regarding discharge

planning. 7. EQUIPMENT Utilizes patient care equipment appropriately and safely according to manufacture guidelines (e.g.) 8. COMMUNICATION Communicates effectively with all members of the healthcare team including patient and family 9. ORGANIZATION Manages time effectively. Able to organize and prioritize responsibilities. 10. OBSERVES REGULATORY AGENCY REQUIREMENTS 11. QUALITY MEASURES Identifies and participates in Quality Performance Improvement Plans. 12. Performs other duties as assigned. (Examples: Enthusiastic participation in unit activities such as process improvement efforts, preceptor, peer education; changing assignments to meet patient needs, etc.)Required Qualifications:Req Bachelor's degree Nursing BSNReq 2 years Related RN Experience.Req Strong critical and strategic thinking, analytical and planning skills.Req Organization/time management skills.Req Excellent communication skills.Preferred Qualifications:Pref Supervisory Experience.Required Licenses/Certifications: Req Registered Nurse - RN (CA DCA)Req Basic Life Support (BLS) Healthcare Provider from American Heart AssociationReq Fire Life Safety Training (LA City) If no card upon hire, one must be obtained within 30 days of hire and maintained by renewal before the expiration date. (Required within LA City only)

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