



JOB INFORMATION

Job Code:	187615
Job Title:	Registered Nurse - Lead
FLSA Status:	Non-Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Nursing
Job Family Group:	Nursing Services
Management Level:	7 Individual Contributor

JOB SUMMARY

In a lead role, provides nursing care in accordance with departmental policies and procedures and established standards of nursing care and practice in an Ambulatory or Acute care setting. Promotes restoration of health and achievement of patient health goals through assessment, planning, implementation and evaluation in the delivery of patient care.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Clinical or administrative experience in hospital or ambulatory care
	X	Experience leading quality assurance or patient experience for a health center.

Licenses

Req	Pref	License(s)
X		California Board of Registered Nursing issued nursing license (RN).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assumes charge nurse responsibilities according to established guidelines, when appropriate. Serves as a clinical resource to other nursing personnel and other members of the health care team.				
Participates in monitoring and evaluating the quality and appropriateness of patient care. Contributes objective data regarding performance of other nursing staff members, as requested.				
Assists in development, review and revision of policies and procedures. Assists in implementing new programs to improve patient care and staff morale. Participates in training and orienting new staff and in quality assurance programs or activities.				
Assesses health care needs of patients. Plans, implements and evaluates care designed to meet patient health care needs.				
Participates in patient care management by making referrals as approved by medical staff.				
Administers medication and parenteral fluids, obtains specimens, using established techniques. Follows appropriate procedures to maintain control over medications. Utilizes equipment and technology to implement nursing interventions and/or treatments according to departmental policies and procedures. Performs appropriate procedures independently and assists physician with more complex procedures. Responds to emergency situations using standard emergency protocols and procedures.				
Identifies patients' educational needs and provides health-related information to enhance patients' understanding of medical condition and related treatments. Assists in teaching procedures.				
Recognizes changes in the patient's physical and mental condition, takes appropriate action by notifying physician and/or nursing supervisor.				
Triages patient phone calls and provides guidance and direction to inquiries per unit protocols.				
Provides comprehensive medical record documentation that reflects all aspects of care provided during each encounter, including patient history, nursing assessment, medication list, allergy list, treatments and/or procedures, and patient education. Accurately and completely documents data for billing purposes.				
Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies.				
Ensures that exam rooms and treatment areas are supplied and maintained adequately by support staff.				
Promotes security by alerting appropriate staff for safety, fire and other unsafe situations. Reports any unusual occurrences to supervisor.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.