



JOB INFORMATION

<i>Job Code:</i>	187637
<i>Job Title:</i>	Nurse Practitioner
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Nursing
<i>Job Family Group:</i>	Nursing Services
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Under general supervision and in accordance with standardized procedures, incumbent performs physical examinations and treats common episodic and chronic health care problems, counsels patients and families, monitors patient progress, assists with medical research projects. Works in collaboration with other health care team members, consulting and referring as appropriate, but retains responsibility for ongoing clinical management of the patient.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master'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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Clinical nursing experience.

Licenses

Req	Pref	License(s)
X		California Board of Registered Nursing (BRN) issued nursing license (RN)
X		Nurse practitioner certification/license

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Possession of current certificate of completion from a Nurse Practitioner program.
X			Basic Cardiac Life Support certification.
X			Cardiopulmonary resuscitation (CPR) Certification.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Conducts in-depth interviews with patients and/or family, constructs comprehensive medical histories, performs initial and periodic physical examinations and explores patient's interpretation of health needs. Identifies and treats patients' diseases. Manages treatment of hospitalized patients.				
Directly performs or orders appropriate diagnostic studies and interprets finished results.				
Develops and implements long and short range treatment plans.				
Performs procedures such as obtaining specimens, performing injections, immunizations, lumbar punctures, skin biopsies, suturing, wound care and management of conditions produced by trauma or infection.				
Writes orders to increase, decrease or change medication, subject to checking and counter-signing by physician.				
Initiates consultations and monitors scheduling of patients for special tests.				
Identifies and records pertinent progress of patients, updating and summarizing charts, changing orders when appropriate and notifying the responsible physician of changes in the patient's condition.				
Instructs and counsels patients and families regarding preventive care, medical problems, psychological problems, and use of prescribed treatments and drugs.				
Acts as liaison with governmental agencies such as Center for Disease Control and National Institute of Health. Assists with medical research projects, following medical research protocols. Obtains Investigational Review Board approval for treatment protocols.				
Researches community resources for referral of patients. Refers patients to most appropriate resource based on patients' medical needs and conditions.				
Maintains compliance with established university and department policies and procedures, quality assurance, safety, environmental, infection control and complies with requirements of accreditation and regulatory agencies.				
Participates in in-service education programs and professional associations.				

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/			No

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.