UNIVERSITY OF SOUTHERN CALIFORNIA
Registered Nurse, Lead
Job Code: 187615

Grade: HH
OT Eligible: Yes
Comp Approval: 7/1/2006

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 ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>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.</td>
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<td>Participates in monitoring and evaluating the quality and appropriateness of patient care. Contributes objective data regarding performance of other nursing staff members, as requested.</td>
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<td>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.</td>
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<td>Assesses health care needs of patients. Plans, implements and evaluates care designed to meet patient health care needs.</td>
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<td>Participates in patient care management by making referrals as approved by medical staff.</td>
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<td>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.</td>
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<td>Identifies patients' educational needs and provides health-related information to enhance patients' understanding of medical condition and related treatments. Assists in teaching procedures.</td>
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<td>Recognizes changes in the patient's physical and mental condition, takes appropriate action by notifying physician and/or nursing supervisor.</td>
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<td>Triage patient phone calls and provides guidance and direction to inquiries per unit protocols.</td>
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<td>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.</td>
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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 personnel.

Promotes security by alerting appropriate personnel for safety, fire and other unsafe situations. Reports any unusual occurrences to supervisor.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential: No
Yes  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 notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s Degree
Combined experience/education as substitute for minimum education

**Minimum Experience:**

2 Years

**Minimum Field of Expertise:**

Licensed RN with clinical or administrative experience in hospital or ambulatory care

**Preferred Education:**

Bachelor’s Degree

**Preferred Experience:**

3 Years

**Preferred Field of Expertise:**

Lead experience/quality assurance/college health center experience

**Skills: Other:**

Analysis
Assessment/evaluation
Communication -- written and oral skills
Counseling
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Organization
Problem identification and resolution
Staff development
Teaching/Training

Supervises: Level:
Leads one or more employees performing similar work

Supervises: Nature of Work:
Clerical/Secretarial
Professional/Paraprofessional
Technical

SIGNATURES:

Employee: ________________________________ Date: ______________________________
Supervisor: ______________________________ Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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