UNIVERSITY OF SOUTHERN CALIFORNIA
Nurse Practitioner
Job Code: 187637

Grade: HH
OT Eligible: No
Comp Approval: 9/25/1995

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 ACCOUNTABILITIES:

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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.
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 REPSONSE/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

**Minimum Experience:**

5 Years  
Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Possession of current certificate of completion from a Nurse Practitioner program. Current and valid California State RN and Nurse Practitioner licenses, and Basic Cardiac Life Support certification. Clinical nursing experience.

**Preferred Education:**

Master's Degree

**Skills: Other:**

Analysis  
Assessment/evaluation  
Communication -- written and oral skills  
Counseling  
Interpretation of policies/analyses/trends/etc.  
Interviewing  
Knowledge of applicable laws/policies/principles/etc.  
Lead/Guidance Skills  
Organization  
Planning  
Problem identification and resolution  
Research  
Translation/bi-multi-lingual

**Skills: Machine:**

Computer Network (Department or School)  
Computer Network (University)  
Computer Peripheral Equipment  
Personal Computer
Supervises: Level:

May oversee student, temporary and/or casual workers.

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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