UNIVERSITY OF SOUTHERN CALIFORNIA
Nursing Supervisor
Job Code: 187639

Grade: HH
OT Eligible: No
Comp Approval: 6/8/1994

JOB SUMMARY:
Organizes, directs and controls the activities of professional and ancillary personnel engaged in the provision of nursing care.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Supervises unit employees and/or student workers, as assigned. Assists in recruitment, screening, hiring, orientation and training of unit staff. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines supervised employees, as required. Recommends stronger disciplinary action or terminates employees, if so assigned.</td>
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<td>______</td>
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<td>Develops staffing patterns and schedules to ensure adequate nurse/patient ratio. Reviews work in progress daily. Assigns work of subordinate staff and adjusts schedules to compensate for fluctuations in patient load, staff shortages and other factors.</td>
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<td>Assists in developing, organizing and implementing quality assurance programs for patient care provided by unit.</td>
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<td>Regularly participates in reviewing the nursing care programs for patients to determine effectiveness in meeting established goals for care, treatment, and/or procedures, adherence to departmental policies and procedures, and conformance with established nursing standards. Initiates appropriate action to correct or enhance nursing care programs as assigned. Assists in determining and implementing changes of standards, objectives, policies and procedures.</td>
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<td>Identifies staff educational needs and assists in developing education programs. Promotes staff participation in educational opportunities and activities.</td>
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<td>Implements and ensures adherence to nursing and departmental policies and procedures. Interprets policies and procedures for staff and patients/families/visitors.</td>
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<td>Investigates and resolves incidents and complaints or suggestions from physicians, patients, visitors and staff. Corrects deficiency, if any, and prepares documentation or explanation as needed. Refers issues to supervisor as necessary. Records and investigates all incidents/accidents that occur.</td>
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<td>Ensures staff competency and compliance with standards and guidelines promulgated by accrediting and regulatory agencies. Participates in preparation for inspection by such agencies.</td>
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<td>Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies.</td>
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<td>Regularly conducts staff meetings for the purpose of disseminating information and monitoring employee concerns, needs and suggestions. Participates in committee meetings as assigned.</td>
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</table>
 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:  

- 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.

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**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 5 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Licensed Registered Nurse in state of California, current BCLS certification, supervisory level nursing experience, in-depth knowledge of nursing theory and practice, clinical expertise.

**Preferred Education:**
- Master's Degree

**Preferred Experience:**
- 7 Years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Problem identification and resolution
- Public relations
- Scheduling
- Staff development
- Supervisory Skills
Teaching/Training

**Supervises:** **Level:**
Supervises employees and student workers

**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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