VACANCY ANNOUNCEMENT
AMBULATORY CARE SERVICES
Supervising Clinic Nurse I

POSITION INFORMATION: LAC+USC Medical Center’s Ambulatory Care Services have a position available for a Supervising Clinic Nurse I for Adult Primary Care Clinics. We are seeking highly motivated candidates who are interested in working in the ambulatory care setting.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans and directs the nursing activities in a unit and coordinates activities and care with the medical and other health services staff and with other facilities to provide prompt, quality patient care and services.
- Prepares work schedules and makes daily assignments to nursing staff members to perform the various patient care tasks matching skills of staff and duties to be performed.
- Reviews work performed by nursing personnel, observing for quality of care; formally evaluates employee performance, writes anecdotal notes and counsels staff about performance.
- Establishes priority for patient care, prepares and revises patient care schedules and observes for disruptions in the even flow of patients through the unit deciding and initiating corrective action as necessary.
- Meets with nursing supervision and physicians to plan and develop or assist in planning and developing nursing procedures needed supplies and equipment modified of existing services or the initiation of new services.
- Interprets and explains new services and procedures and use of new equipment or supplies to employees.

DESIABLE QUALIFICATIONS:

- Minimum one-year recent experience working in an inpatient or outpatient medicine/medical-surgical area.
- Effective critical thinking, decision making, and problem-solving skills.
- Knowledge of the ORCHID EHR (Electronic Health Records) and ORCHID implementation in the Ambulatory Care Setting.

Candidates must currently hold a permanent County of Los Angeles payroll title of Supervising Clinic Nurse I to be considered for a transfer or are reachable on a DHS certification list to be considered for a promotion or as a new hire.

The most qualified candidates will be contacted for an interview. Interested candidates must submit a cover letter, resume, the last two performance evaluations, and a prime variance time report for the last two years, to:

Nurse Recruitment and Retention Center
Inpatient Tower – Room C2C112
1200 North State Street, LA, CA 90033
Phone: (323) 409-4664
Fax: (323) 441-8039

Resumes will be accepted until the needs of the department are met.

**This is not a civil service examination**

8/15/17