Position Information: Olive View-UCLA Medical Center is seeking a qualified Supervising Staff Nurse II to supervise nursing activities and patient care for multiple shifts and perform professional nursing duties in the Department of Emergency Medicine. This position reports directly to the Nurse Manager.

Responsibilities include but are not limited to the following:

- Responsibility of supervising nursing employees of Emergency Department (ED) including the Relief Nurse pool.
- Oversees the day-to-day operation and delivery of patient care in the Emergency Department including admission, transfer, discharge processes and efficient patient flow, assuring budgetary compliance.
- Assume responsibility of Nurse Manager in his/her absence.
- Interprets, communicates and enforces hospital and nursing policies and standards of practice.
- Assures compliance with licensure, accreditation, and regulatory standards.
- Assures compliance with ED Core Measures.
- Counsels the nursing staff on the assessment of the patient's physical, emotional, social and economic circumstances and on individual nursing care decisions or referral for the patient's well-being.
- Serves as the principal unit liaison, coordinating with various departments, ensuring resource allocation is appropriate, equipment monitoring and selection.
- Researches and obtains technical spec's and quotes from vendors; monitors stock of routinely used items, Periodic Automatic Replenishment items and specialty carts; receives new and recurring requests for specialized equipment, supplies and medical devices from ED providers; places orders in Global Healthcare Exchange (GHX); and monitors procurement process to assure timely delivery to facility.
- Manages GHX process of ordering supplies and equipment. Familiar with the process of obtaining quotes for equipment and supplies.
- Makes regular administrative and nursing rounds to evaluate the quality of nursing care.
- Communicates daily with nurse manager and as needed with the Clinical Nursing Director.
- Acts as unit resource- coordinate new hire orientation with the Nurse Educator.
- Assists with Policy and Procedure review and revision.
- Conducts methods improvement studies and implements new methods and approaches of providing care.

Desirable Qualifications:

- Minimum three (3) years recent experience in the Emergency Department
- Ability to collaboratively plan, develop, and implement policy and processes
- Effective interpersonal and organizational skills
- Effective critical thinking skills and decision-making skills
- Ability to prioritize and strong capability to problem solve
- Flexibility and willingness to adapt to changing situations and changes in work-flow
- Proficient with Microsoft Office applications
- Need excellent written, oral and public speaking skills

Candidates must currently hold a permanent County of Los Angeles payroll title of Supervising Staff Nurse II to be considered for a transfer or are reachable on the 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:

Keiko Izawa, RN, Nurse Recruiter
E-Mail: kizawa@dhs.lacounty.gov
Olive View-UCLA Medical Center
14445 Olive View Drive, Sylmar, CA 91342
Tel: 747-210-3317

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

**This is not a civil service examination**

06/28/19