



Vacancy Announcement  
**Department of Emergency Medicine**  
**Nursing Instructor**

Salary: \$7,775.60 - \$11,327.56 Monthly

**POSITION INFORMATION:** Harbor-UCLA Medical Center Department of Emergency Medicine (DEM) is currently seeking a highly qualified individual to fill the position of Nursing Instructor (Assistant Pre-Hospital Care Coordinator) to collaboratively oversee and monitor the delivery of pre-hospital care in the Emergency Medical System (EMS) system/paramedic base hospital operations.

**RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Plans, coordinates, implements, monitors, and evaluates the effectiveness of the delivery of Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS) prehospital care within the Emergency Medical System (EMS) system/paramedic base hospital program operations.
- Develops, organizes, implements, reviews and maintains departmental quality improvement projects; identifies trends for improvement; prepares statistical indicators, narrative reports and findings.
- Contributes and participates in the development and implementation of policies, procedures and treatment protocols for the delivery of pre-hospital care within the EMS system in association with the EMS Agency; maintains policy and procedure manual.
- Assist in coordinating monthly continuing education sessions for new and recertifying Emergency Medical Technician (EMT), Paramedics and MICNs; also assist PCC in training and evaluating the Mobile Intensive Care Nurse (MICN) development course and with on-site training of new base hospital personnel.
- Prepares written reports and correspondence; plans meeting agendas; maintains minutes and files on related meetings; speaks before groups; may disseminate pertinent educational-quality improvement information.
- Acts as liaison and resource to Harbor-UCLA paramedic base hospital and allied provider agencies.
- Collaborates with a multidisciplinary committee as the Prehospital Care representative.
- Provides expert nursing guidance and leadership to base hospital personnel and other pre-hospital emergency personnel.

**DESIRABLE QUALIFICATIONS:**

- Current Mobile Intensive Care Nurse (MICN) certification with minimum 2 years recent experience as an MICN and or as a Pre-Hospital Care Coordinator (PCC)
- Bachelor's Degree in Nursing from an accredited School of Nursing
- Excellent interpersonal skills, professional and positive demeanor
- Strong organizational, team building, critical thinking and conflict resolution skills
- ACLS/PALS/ATCN/TNCC/NAEMSE Level I Instructor certification
- Knowledge and application of the Emergency Medical System (EMS) Agency Prehospital Care Manual

Candidates must currently hold a permanent County of Los Angeles payroll title of Nursing Instructor 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:

**Richard Guitche, RN ([rguitche@dhs.lacounty.gov](mailto:rguitche@dhs.lacounty.gov))**

**Alan Noel ([alnoel@dhs.lacounty.gov](mailto:alnoel@dhs.lacounty.gov))**

Harbor-UCLA Medical Center  
1000 West Carson Street, Building D3.5  
Torrance, CA 90509  
Phone: (420) 306-8640  
Fax: (310) 787-0065

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

**\*\*This is not a civil service examination\*\***

08/20/19