



**Olive View-UCLA Medical Center**  
**NURSE MANAGER**  
**MEDICAL ONCOLOGY/TELEMETRY**  
(5A/5C)

**Position:** Supervises patient care delivery and nursing activities in an assigned hospital inpatient care unit with 24 hour responsibilities and performs professional nursing duties

**Responsibilities**

- Participates in the development of goals and objectives for Medical Oncology and telemetry consistent with the departmental goals
- Oversees the day to day operation and delivery of patient care in Medical Oncology and telemetry, including admission, transfer, discharge processes and efficient patient flow
- Participates in establishing, implementing and maintaining standards that ensure safe and therapeutically effective nursing care .
- Develops and monitors quality indicators to review the quality of care and implement performance improvement initiatives on the Unit
- Maintains nursing records and ensures compliance with mandatory requirements for personnel
- Implements strategies to improve customer service and patient family satisfaction
- Evaluates employees directly under their supervision and handles employee issues in collaboration with Human Resources
- Communicates collaboratively with patients, families, the interdisciplinary team, the management team and other nursing staff regarding patient care issues and concerns

**Qualifications**

- Must be on the Nurse Manager item or be reachable on the Nurse Manager Certification list
- Two year's recent nursing experience as a Supervising Staff Nurse I
- ACLS required

**Desirable Qualifications**

- Strong communication and critical thinking skills
- Prior recent Medical Oncology and telemetry experience
- Positive attitude, team-player with effective interpersonal and organizational skills
- Strong Patient Advocate
- Flexibility and willingness to adapt to changing situations and changes in flow

Interested applicants should submit a letter of interest, resume, copy of their last two performance evaluations, and a copy of time records for the past 24 months to:

Susanna Mortimer, RN  
Nurse Recruitment and Retention Center- Room 2C206  
14445 Olive View Drive  
Sylmar, CA 91342  
[smortimer@dhs.lacounty.gov](mailto:smortimer@dhs.lacounty.gov)  
Phone (818) 364-3317  
Fax: (818) 364-3326

**Will remain open until the needs of the department are met**



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