



Harbor-UCLA Medical Center

Job Opportunity

Nurse Manager, Medical Surgical/Step Down (3-West)

The nurse manager has a 24-hour responsibility for the organization, management and supervision of nursing staff and nursing care in the Medical Surgical Unit. Under general direction, administers an assigned nursing program or organizational unit with responsibility for planning, selecting, and/or devising the methods and procedures to be used and for directing nursing supervisors and/or other personnel in the accomplishment of designated goals.

PRIMARY JOB DUTIES:

- Participates in the development of goals and objectives for the Medical Surgical Unit that is compatible with and complimentary to the philosophy of the Hospital and the Nursing Department.
- Participates in establishing, implementing and maintaining standards that ensure safe and therapeutically effective nursing care.
- Develops unit staffing patterns based on patient acuity that provide appropriate number and category of personnel to give safe, therapeutic, efficient and effective nursing care.
- Promotes patient and family advocacy.
- Collaborates with other departments and provides for coordination of health care services.
- Participates in development, review, revision and implementation of policies and procedures for the Department of Nursing.
- Provides guidance, counseling advice to supervising nurses on techniques of staff supervision, patient care planning, problem solving, policies, and methods of performing Nursing services.
- Determines need for in-service training to improve level of care provided, and assist in-service education in designing training courses.
- Plans and implements an orientation program and staff development program for staff, including teaching in these programs.
- Evaluates employees directly under their supervision and conducts evaluation conferences.
- Serves as a member of the unit based Performance Improvement Program and is accountable for the planning, implementing, monitoring, and evaluating of the Performance Improvement Program.
- Participates in preparation of the budget that allows for adequate personnel, supplies, equipment and physical facilities within the unit.

QUALIFICATIONS:

- A license to practice as a Registered Nurse issued by the California Board of Registered Nursing.
- Must have three years of clinical nursing experience within the last 5 years- two years in the full-time supervision of registered nurses
- Lateral transfer or reachable on the Nurse Manager Certification List or currently hold the DHS item of Nurse Manager

If you are interested, please submit a cover letter, copy of your resume, performance evaluation and your attendance documentation for the past two years to:

Richard Guitche, RN (rguitche@dhs.lacounty.gov)
Alen Noel, RN (anoel@dhs.lacounty.gov)
Nurse Recruitment and Retention Center
Harbor-UCLA Medical Center

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WILL REMAIN OPEN UNIT THE NEEDS OF THE SERVICE ARE MET

EOE/Posted 6-3-14

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION