



USC University of
Southern California

Clinical Nurse Coordinator Job Description

JOB INFORMATION

Job Code:	187625
Job Title:	Clinical Nurse Coordinator
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Nursing
Job Family Group:	Nursing Services
Management Level:	7 Individual Contributor

JOB SUMMARY

Manages the patient's health status across the continuum of care. Coordinates with physicians, staff and providers/facilities regarding patient care/population based management for patients in order to plan and implement a comprehensive, multidisciplinary approach to manage health conditions, utilization of resources and protocols, patient self-care, and a comprehensive treatment plan across the care continuum (primary, secondary, tertiary, home health and continued care). Collaborates with physician and health care team to develop a comprehensive treatment plan of care, assesses the needs of the individual/family, provides patient/family education, monitors all clinical activities and evaluates the effectiveness of interventions. Makes recommendations for alternative levels of care. Identifies cost-effective protocols and care paths and develops guidelines for care that may involve comorbidities requiring coordination within a system of multi-specialty care.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Clinical experience in directly related field.
X		Demonstrated knowledge of utilization management, discharge planning, transfer coordination, Nurse Practice ACT, JCAHO, and other federal/state/local regulations.

Licenses

Req	Pref	License(s)
X		California Board of Registered Nursing issued nursing license (RN).

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Basic Cardiac Life Support (BCLS) certification
	X		Basic life Support (BLS) Certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans, develops, assesses and evaluates care provided to patients in assigned areas (e.g., acute care, primary care, home health, continuing care). Evaluates individualized patient care/treatment plans, recommends alternative levels of care after evaluating and comparing various options and ensures compliance with federal, state and local requirements in conjunction with primary care and specialist physicians. Makes assessments of physiological and or functional status utilizing protocols. Initiates appropriate diagnostic testing and interprets finished results.				
Implements strategies to achieve and ensure patient follow-up according to clinical strategic measures/outcomes. Produces population based reports on outcomes specific to defined patient populations. Participates with health care team/providers in actualizing outcomes by planning, evaluating and implementing decisions and strategies to achieve predetermined cost, clinical, quality, utilization and service outcomes.				
Develops individualized patient/family education plan focused on self-management. Determines content of education plan and when and how it is delivered. Delivers patient/family education specific to a disease state. Coordinates ongoing education of patients and their families. Assists patient and family to integrate implications of illness recovery and health promotion into their lifestyle. Assists in identifying patients' educational needs and provides health-related information to enhance patients' understanding of medical condition and related treatments. Instructs and counsels patients and families regarding preventive care, medical problems, psychological problems and use of prescribed treatments and drugs. Assists in teaching procedures.				
Conducts in-depth interviews with patients and/or family. Administers medication and parenteral fluids, obtains specimens, performs physical examinations and performs injections. Performs appropriate procedures independently and assists physician with more complex procedures.				
Participates in teaching/coaching staff in the management of patient condition. Assesses staff educational needs and develops educational programs. Promotes opportunities and activities.				
Participates in policy formation, long-range planning and policy-making for department. Assists in establishing operational policies, objectives and major plans for the department. Develops and implements administrative policies and procedures. Ensures adherence to policies and procedures and provides interpretation as needed.				
Interprets regulations, health plan benefits, policies and procedures for patients, physicians, medical office staff, contract providers and outside agencies.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Coordinates transmission of clinical and benefit treatment to patients, families and outside agencies.				
Directs and coordinates activities of patient care programs. Reviews patient care programs to determine effectiveness in meeting established goals for care, treatment and/or procedures, adherence to department policies and procedures, and conformance with established patient care standards. Assists with activities of quality assurance programs for patient care provided by unit. Initiates appropriate action to correct or enhance patient care programs. Directs compliance with regulatory and accreditation agency standards and federal and state regulations regarding patient care. Prepares for inspections by agencies.				
Serves as a consultant on clinical issues. Consults with internal and external physicians, health care providers, discharge planning and outside agencies regarding continued care/treatment or hospitalization or referral to support services.				
Identifies and recommends opportunities for cost savings and improving quality of care across the continuum. Monitors/facilitates desired patient/family/physical outcomes while maintaining sensitivity to cost, timeliness and system efficacy. Develops, collects and evaluates data including performing trend analysis on the utilization of health care resources.				
Secures resources to ensure that multiple health care needs are met.				
Coordinates the interdisciplinary approach to providing continuity of care including utilization management, transfer coordination, discharge planning and obtaining all authorizations/approvals/transfers as needed for outside services for patients/families.				
Coordinates client appointments, outpatient testing and surgery scheduling. Monitors scheduling of patients for special tests. Arranges and monitors follow-up appointments. Provides comprehensive medical record documentation that reflects all aspects of care provided during each encounter. Documents on appropriate hospital-wide information systems and/or databases. Encourages patient to follow prescribed course of care. Makes referrals to appropriate community services.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.