

LAC+USC MEDICAL CENTER

DEPARTMENT OF NURSING SERVICES POLICY

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Subject: NURSING ORGANIZATIONAL STRUCTURE	Original Issue Date: 08/91	Policy # 106
	Supersedes: 09/17	Effective Date: 10/21
	Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council
		Approved by: (signature on file) Nancy Blake Chief Nursing Officer

PURPOSE

To describe the members of the nursing organizational structure who are accountable to the Chief Nursing Officer and to outline their duties and the delineation of their responsibility.

POLICY

A nursing organizational structure exists under the direct leadership of the Chief Nursing Officer, that has a system of accountability and collectively acts in the best interest of patients, staff, and visitors.

MEMBERS OF THE MANAGEMENT TEAM / RESPONSIBILITIES

Clinical Nursing Director, Administration

- Are responsible to the Chief Nursing Officer for the operations of the Nursing Division for which they are accountable.
- Establish and maintain standards of care for their divisions.
- Are delegated the authority to select or terminate employees.
- Collaborate with the Division Administrators and Medical Directors on operational issues related to their Divisions as necessary with Directors of other Departments.
- Are responsible to the Chief Nursing Officer for the administrative nursing operations for which they are accountable.
- Establish and maintain standards for their areas.
- Supervise the personnel assigned to these areas.
- Collaborate with Directors of other divisions within the Nursing Department as well as Directors of other departments.

Assistant Nursing Directors, Administration

- Administers an organizational area which has functional impact on the management and/or operations across the Department of Nursing operations.

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Nurse Managers

- Direct, assign, and evaluate the performance of personnel in assigned unit.
- Report problems and recommend changes necessary to maintain high quality nursing care to the Clinical Nursing Directors.
- Select personnel and initiate corrective actions in collaboration with the Clinical Nursing Director.

Nursing Supervisors

- Are members of the Nursing Leadership team.
- Work from a designated Area Nursing Office.
- Collaborate with the Nurse Managers / designees.
- Act as consultants to the Supervising Staff Nurse / Supervising Clinic Nurse or relief charge nurses to provide direction and support during their alternate shifts, weekends, and holidays.
- Oversee the overall delivery of care and implementation of the standards of the organization during their assigned shift.
- Manage the staffing for the different services and provide leadership in resolving problems concerning patient care and unit operation that cannot be resolved at the unit level.
- Communicate regularly with the Nurse Managers / designees and Clinical Nursing Directors concerning staff and patient care issues and are assigned additional administrative duties.

Patient Flow Managers

- Coordination of placement in and out of monitored beds.
- Coordination of all transfers to the emergency department.
- Coordination of all in-patient to in-patient transfers.

Supervisor Staff Nurse / Supervising Clinic Nurse:

- Responsible to the Nurse Manager / designee of their unit for the shift on which they are assigned.
- Assign and direct personnel on their shift and assure that standards of care are maintained.
- Investigate problems, initiate counseling, and participate in the performance appraisal process.

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ADDITIONAL MEMBERS OF THE NURSING ORGANIZATIONAL STRUCTURE

Registered Nurses (R.N.)

- Are present on each nursing unit at all times.
- Are responsible for planning, directing, and evaluating the care of each patient assigned to the unit.
- May delegate portions of the patient's care to other personnel working under his/her direct supervision.
- Are responsible for assigning ancillary personnel to perform specific tasks for the patients under his/her supervision.
- Must not perform any duty beyond the scope of licensure regulations in the State of California.
- May provide specialized care to a specific population of patients.

Clinical Nurse Specialists

- Are responsible to the Clinical Nursing Director for advanced professional nursing services in specialized fields of nursing.

Nursing Educators

- Function in a teaching role through:
 - College of Nursing and Allied Health
 - Department of Nursing Education and Consulting Services
 - Department of Nursing
 - College Affiliates

Licensed Vocational Nurses (LVN)

- May, under the direct supervision of an R.N., carry out duties within the scope of licensure regulations in the State of California.

Nursing Unit Clerks

- Carry out the clerical functions necessary to administer nursing care on their units.
- Function under the supervision of an R.N.

Nursing Attendants, Senior Student Nurse Workers, and Student Nurse Workers

- Perform basic care procedures and can function under the supervision of an R.N.

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Technicians (such as Unit Support Assistants, Surgical Nursing Technicians, Hospital Certified Medical Assistants (HMA's), Certified Medical Assistants (CMA's) and Central Service Technicians (CST's))

- Are assigned in some specialty units and function under the supervision of an R.N.
- Technicians such as HMA's and CMA's may also report to LVN's

Office Management Staff

- Perform secretarial functions and report to a Nursing Executive Council member or his/her designee.

REFERENCE

California Code of Regulations, Title 22, Sections 70211 and 70217
 Joint Commission Standards (Leadership)

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 03/02, 05/04, 01/05, 09/08, 04/13, 09/17, 10/21