

LAC+USC MEDICAL CENTER

DEPARTMENT OF NURSING SERVICES POLICY

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Subject: OPERATION – ORGANIZATION, ROLES AND RESPONSIBILITY		Original Issue Date: 08/91	Policy # 107
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Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Isabel Milan Chief Nursing Officer	

PURPOSE

To define the operational management for the Department of Nursing, including responsibility and authority for unit and divisional systems function, staff performance, and patient care.

POLICY

The daily operation of the Department of Nursing is vested in the Chief Nursing Officer, Clinical and Nursing Directors Administration. They meet at a bi-weekly Nursing Executive Council, or as necessary. This committee formulates policies, approves standards of practice, and coordinates activities that have implications for nursing within the Medical Center.

The Department of Nursing integrates its services with medical and administrative staff of other departments through communication, collaboration, and negotiation.

Communication is an essential function of these meetings. The chairperson of each standing committee, and nursing representatives from the Medical Center committees, report to the Nursing Executive Council on an as needed basis.

ROLES AND RESPONSIBILITY

The Chief Nursing Officer:

- Is a member of the LAC+USC Medical Center Senior Executive Committee chaired by the Executive Director.
- Works in collaboration with the Senior Executive Committee members to set policies, goals, and priorities for LAC+USC Medical Center.
- Is an ex officio member of the Executive Committee of the Attending Staff Association.
- Is involved in the long-range master plan for the LAC+USC Medical Center.
- Is on various committees for the Department of Health Services of Los Angeles County.
- Is administratively responsible for patient care services in the Medical Center and Psychiatry.
- Participates in meetings, forums, or other occasions where discussion or action focuses on the development or review of the following:
 - The LAC+USC Medical Center’s mission, vision, and values

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- Strategic plans that affect, involve, or influence the provision of nursing care
- Revenue and capital, expense, and personnel budgets that directly or indirectly relate to nursing staff members' ability to provide nursing care, including the hospital's plan for fiscal and other resource allocations.
- Operational plans that directly or indirectly affect nursing staff members' ability to safely and effectively provide quality and appropriate nursing care.
- Policies that directly or indirectly affect nursing staff members and/or the care they provide.

Nursing Directors Administration/ /Clinical Nursing Directors of LAC+USC Medical Center:

- Meet with the Assistant Nursing Directors and Nurse Managers/designees.
- Are responsible for the overall functioning of the area and work closely with Area Administrators and medical department Chiefs who together form a collaborative to manage the clinical area.

Nursing Education and Consulting Services (EDCOS):

- Provides quality, comprehensive education programs and services for nurses in the LAC+USC Medical Center
- Provides selected specialty programs for the Department of Health Services
- Meets regularly with faculty in the clinical areas to collaborate on meeting the educational needs of the workforce.

Administrative Support functions include:

- Nursing Information Systems
- Nursing Quality Management
- Patient Classification System Coordination
- Special Projects
 - Nursing Information Systems is responsible for:
 - Maintaining the employee database
 - The One-Staff staffing and scheduling system
 - Produce reports for the Department of Nursing
 - Responsible for management of the Patient Classification System
 - Nursing Quality Management:
 - Assists the organization with independent and focused studies
 - Assists in Performance Improvement Projects
 - Produce reports for the Department of Nursing

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- Special Projects is the coordination of a multi-disciplinary effort to achieve cost-effective and safe utilization of supplies and equipment for patient care.

REFERENCE

California Code of Regulations, Title 22, Sections 70211 and 70217

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 03/02, 08/04, 09/08, 02/09, 04/13, 09/17, 9/20