

**Urgent Care Nurse Manager (0402U) University Health  
Services 64768  
University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=230452>

Downloaded On: May. 8, 2024 3:16pm

Posted Feb. 8, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Urgent Care Nurse Manager (0402U) University Health Services 64768
<b>Department</b>	University Health Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Services
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## **Departmental Overview**

UC Berkeley's University Health Services (UHS) is a fully accredited comprehensive university health service providing primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. The Clinical Services Program within the UHS includes urgent care, primary care and specialty clinics, laboratory, pharmacy, physical therapy, radiology, and a major medical insurance plan. UHS provides service to students Monday through Friday from 8:00AM to 7:00PM and on weekends.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to enable students to get the most from their educational experience, minimizing the impact of illness, injury and emotional distress on their academic careers. Medical care and wellness programs for faculty and staff are designed to meet their occupational health needs and minimize lost work time. These visits generate ancillary encounters with the

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Radiology, Clinical Laboratory, Physical Therapy and Pharmacy departments. The Counseling and Psychological Services department sees an additional 15,000 visits per year.

**Application Review Date**

The First Review Date for this job is: 2/22/24. This job will remain open until filled.

**Responsibilities**

Manages the daily operations of unit or department, maintaining patient care objectives, clinical protocols, policies and procedures

- Manages the scheduling of nursing staff and Medical Assistants according to patient acuity as to assure optimal nursing services across unit or sub-units.
- Maintains and monitors staffing records and statistics.
- Maintains appropriate training and training records for Urgent Care Nursing and Medical Assistant staff.
- Anticipates needs of adolescent to adult patients and determine and adjusts appropriate response, care, and staffing.
- Partners with UHS leadership to assure highest quality care within patient census.
- Serves as talent acquisition manager and talent developer for Urgent Care RN or Medical assistant staff.
- Responsible for biannual review of all policies and procedures for Urgent Care.
- Keeps Urgent Care staff and unit at a state of constant preparedness for AAAHC accreditation, is the key champion for accreditation chapters related to Urgent Care.
- In partnership with the Clinical Services Director oversee the Urgent Care budget, including providing recommendations for monetary assignments.

**Urgent Care risk management and safety**

- Performs incident report investigations and monitors quality assurance indicators to ensure effective nursing care.
- Reports any and all workplace injuries of supervised staff and any staff or patients in Urgent Care.
- Utilizes established electronic report system to escalate any adverse events to risk management for further evaluation.
- Promotes safety of patients and staff through continuous monitoring of assigned clinic or sub-unit for compliance with infection control programs and Health & Safety policies and procedures as

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appropriate.

Ensures the voice of Urgent Care through service as Urgent Care representative on Clinical Services Management Team and other committees as assigned or as elected.

- Serves as Urgent Care and RRT ambassador to other units of University Health Services.
- Serves as bilateral conduit of information between senior leadership and Urgent Care patients and staff.

**Emergency preparedness**

- Serves as a resource to emergency planning team for University Health Services disaster response planning.
- Oversees the preparedness, training and quality review of the Rapid Response Team, including emergency drug and emergency equipment availability and proper training of use.
- Ensures ACLS/ Mock code drills are carried out at least 2X/year by the ACLS team, maintains documentation of all drills including participating staff surveys and clear documentation of PSDA cycle on any areas of improvement.
- Special projects (especially related to unanticipated global or local healthcare urgent demands) and other duties as assigned.

**Required Qualifications**

**Education**

- Bachelor's degree in Nursing

**Licenses and Certifications**

- Must have current and valid California State RN license.
- Must have CPR certification.
- BLS for Health Care Provider
- ACLS

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**Knowledge, Skills and Abilities**

- Solid knowledge of supervising a medical care unit such as Emergency Room or Urgent Care.
- Solid knowledge of patient need and care assessment.
- Broad clinical skills in providing and supervising the appropriate medical care to patients.
- Effective communication and interpersonal skills to interact with patients, staff members, and other members of the medical community.
- Knowledge of leadership and supervision of nursing staff.
- Knowledge of electronic/medical record systems.
- Must be computer literate.
- Ability to rapidly triage and calmly lead urgent or emergent situations

**Preferred Qualifications**

Master's degree in related field

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary range that the University reasonably expects to pay for this position is \$135,500 to \$175,000.
- This is a full-time (40 hours/week), career position, and eligible for full UC benefits.
- This is an exempt, monthly paid position.

**How to Apply**

To apply, please submit your resume and cover letter.

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### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### **Other Information**

Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#)

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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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