



Orthopaedic Institute for Children “OIC” located in the center of Downtown Los Angeles. For more than a century, OIC has provided unparalleled care for patients with musculoskeletal disorders, surgeons, nurses, researchers, administrators and volunteers committed to helping children lead healthy, active lives.

Our mission is to provide outstanding care for patients with musculoskeletal disorders and through the support of the OIC Foundation, to provide care for children regardless of ability to pay and advance care worldwide for all musculoskeletal patients through medical education and scientific research.

The Urgent Care Center at Orthopaedic Institute for Children (OIC) provides essential emergency medical care to children with musculoskeletal injuries. Our Center is staffed by emergency physicians, with the support of an on-site orthopedic resident. An orthopedic surgeon specializing in pediatric orthopedic care is always on-call. Patients are efficiently evaluated and treated. Those with non-surgical injuries receive treatment on-the-spot; those in need of urgent surgical management are admitted to Santa Monica-UCAL Medical Center or scheduled for surgery in our Ambulatory Surgery Center. After the injury is initially managed at the Urgent Care Center at OIC, children are followed in one of the OIC Fracture Clinics.

MANAGER, URGENT CARE CENTER

SUMMARY

Responsible for direction of patient care that promotes safety and well-being of all patients in the Urgent Care Department. Plans, directs, coordinates and evaluates the overall clinical practice and administrative activities of front and back office staff: including fiscal, material and human resource management. Participates in the development and implementation of organizational policies and procedures. Maintains open communication with all staff to promote improvement in performance. This position requires a sound knowledge of nursing practice, exceptional leadership abilities, and solid problem solving skills.

DUTIES AND RESPONSIBILITIES

- Oversee operations of the urgent care department and has knowledge of casting, orthopedics, and some radiology procedures related to orthopedic care. Casting and assisting providers with reductions of patient injuries.
- Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, and other personnel.
- Plan, implement and administer programs and services in the urgent care, including personnel administration, training, education, and coordination of medical & nursing staff.
- Establish work schedules and assignments for staff, according to workload, space and equipment availability.
- Maintain computerized record management systems to store and process data such as personnel activities and information, and to produce reports.
- Coordinates and directs patient care to ensure patients' needs are met and organizational policy is followed. Consults other departments, as appropriate, to collaborate in patient care and provide for an interdisciplinary approach.
- Maintains a good working relationship both within the department and with other departments.
- Communicates appropriately and clearly to physicians, nurse practitioners, staff, the Senior Clinical Director and administrative team.
- Provide data, such as time and volume studies, for the organization. Create quality assurance charts for the QA panel to be reviewed.

- Performs probationary and annual employee performance evaluation, competency clinical skills assessment and age-specific competency assessment for nursing staff within Emergency Department and Urgent Care.
- Responsible for interviewing, hiring, training, developing, disciplining, and terminating employees within the department
- Keeps employees informed about their work assignment, work progress, and opportunities for advancement.
- Assures documentation meets current standards and policies.
- Participates in the development, implementation, review, and revision of departmental policies and procedures.
- Develops, justifies and maintains a fiscal budget for those departments.
- Complies with ongoing departmental inspections of equipment and physical space. Makes recommendations regarding equipment utilization and needs.

QUALIFICATIONS

- Bachelor's degree in nursing is required.
- Five to Seven (5-7) years of experience in healthcare management/administration.
- Minimum of two (2) years' experience as a front-line manager.
- Minimum of three (3) years clinical experience required.
- Minimum of one (1) year of pediatric and/or orthopedic experience preferred.
- Experience with pediatric and orthopedic patients preferred.
- Current California Registered Nurse Licensure without restrictions required.
- BLS (Basic Life Support) Certification required.

Position Information: Regular, Full-time.

Hours of Operation: Mon – Fri, 0800 – 1900; Sat & Sun 0900-2000; Holidays: 0900 – 1700

To apply for Manager, Urgent Care position, please complete an online employment application at OIC's Career Center by click on the position link below and "APPLY" - https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1fe50326-beac-4a7c-a564-f8a14f9c5bb0&cclid=19000101_000001&jobId=246786&lang=en_US&source=CC4