

Primary Care Nursing Manager II (0402U) University  
Health Services 63493  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=228672>

Downloaded On: May. 18, 2024 10:03pm

Posted Jan. 11, 2024, set to expire Jun. 30, 2024

<b>Job Title</b>	Primary Care Nursing Manager II (0402U) University Health Services 63493
<b>Department</b>	University Health Services
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 11, 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>	Nursing - Clinical (all categories) Nursing - Administration
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**Job Description**

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**Primary Care Nursing Manager II (0402U) University Health Services 63493**

**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.

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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 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 comprehensive college health service providing fully accredited, 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. UHS manages the student health insurance and workers' compensation insurance programs.

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Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to minimize the impact of illness, emotional distress and injury on studies and work. Coupled with health promotion and public health programs, UHS reaches all segments of the Berkeley campus community. Learn more about UHS by visiting <https://uhs.berkeley.edu/about>.

### **Application Review Date**

The First Review Date for this job is: 1/23/24. 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 according to patient acuity and to assure optimal nursing services across units or sub-units. Maintains and monitors staffing records and statistics.
- Anticipates needs of adolescent to adult patients and determine and adjusts appropriate response, care, and staffing.
- Hires, trains, supervises, and manages performance of clinic staff. Models UHS core values, mentors and coaches for maximum performance and job satisfaction. Maintains appropriate training and training records for Primary Care Nursing and Advice Nursing staff.
- Develops team members through opportunities such as special projects related to Primary Care nursing goals, work on committees and assignments that enable staff to develop professionally, formal and informal coaching and mentoring, regular training, and appropriate conference attendance.
- Responsible for biannual review of all policies and procedures for Primary Care. Keeps Primary Care staff and unit at a state of constant preparedness for AAAHC accreditation, is the key champion for accreditation chapters related to Primary Care.
- In partnership with the Clinical Services Director oversee the Primary Care budget, including providing recommendations for monetary assignments.
- Provides direct primary care nursing and advice nursing services.
- Documents interventions, care and response clearly via an electronic medical record. Evaluate, assess and monitor patients for the effectiveness of therapy and ensure the overall quality of care, and communicate with ordering clinician and/or medical director as appropriate. Modify treatment plans as indicated by patients' response, condition, provider orders and/or use of protocols or standing orders, while maintaining patient safety and adhering to accepted evidence-based clinical guidelines.
- Performs incident report investigations and monitors quality assurance indicators to ensure

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effective nursing care. Reports any and all workplace injuries of supervised staff and any staff or patients in Primary 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 appropriate. Maintains and disseminates knowledge of UHS administrative policies, infection control procedures, health and safety issues.

- Ensures the voice of Primary Care through service as Primary Care representative on Clinical Services Management Team and other committees as assigned or as elected.
- Serves as bilateral conduit of information between senior leadership and Primary Care patients and staff. Ensures excellent customer service throughout Primary Care and manages patient feedback. Advises senior management on matters concerning functional areas of oversight, and/or customer service issues anywhere within UHS.
- Special projects and other duties as assigned.

## **Required Qualifications**

### **Education**

- Bachelor's degree (or higher) in nursing

### **Licenses/Certifications**

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

### **Knowledge, Skills & Abilities**

- Broad clinical skills in providing and supervising the appropriate medical care to patients.
- Solid knowledge of supervising a medical care unit. Advanced knowledge of clinical nursing standards and practice.
- Direct patient care experience in an ambulatory care setting. Solid knowledge of patient needs and care assessment.
- Effective communication and interpersonal skills to interact with patients, staff members, and other members of the medical community.
- Passion for leadership, supervision, and mentorship of nursing and clinical support staff; possess

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a growth mindset for their own leadership development.

- Passion for lifelong learning and further development in equity, inclusion, justice and belonging.
- Seeks out and embraces opportunities to develop skills in managing a diverse workforce and caring for a diverse patient population. Proven ability to model inclusive behavior and partner with stakeholders to promote equity and practice continuous improvement.
- Knowledge of electronic / medical record systems with the ability to remain flexible with desire for continued learning; computer literacy.
- Excellent administrative, project management and organizational leadership skills, skilled in establishing priorities, goals, objectives, and timelines for achievement. Must be able to plan and implement new and revised programs and lead others through change management initiatives.
- The position requires intense concentration, an eye for detail and the ability to multitask in a busy clinical setting.
- Knowledge of federal and state laws regulating privacy and confidentiality of health information.

## 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 or hourly range that the University reasonably expects to pay for this position is \$120,000.00 - \$175,000.00.
- This is a 80-100% full-time (32-40 hrs a week) exempt career position and eligible for full UC Benefits.
- Please note: The posted salary range is calculated at 100% time and will be prorated per the final schedule at the offer stage.

## How to Apply

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To apply, please submit your resume and cover letter.

### **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.

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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](#) policy.

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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