



TITLE	CLASSIFICATION	SALARY GRADE
COLLEGE NURSE PRACTITIONER	CLASSIFIED	GRADE: T
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under direction, provide health care services for the District community and its students and limited health care services for District staff; participate in District health promotion programs.

SCOPE:

The College Nurse Practitioner provides health care for students and staff and follows up on physical, screening or laboratory findings and initiating required reporting; promotes health education, provides interventions and trainings, and communicates with groups and individuals; and participates in quality assurance and program review processes.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides assessment, diagnosis and treatment of illnesses and injuries using the process described in the SRJC Student Health Services Standardized Procedures and other licensing standards.
2. Dispenses medications and administers vaccines from the formulary as defined in the Standardized Procedures.
3. Tracks patient progress and provides follow-up services.
4. Ensures adherence to safety, cleanliness, infection control, and preparedness standards for healthcare environments.
5. Documents healthcare services delivered per Standardized Procedures.
6. Administers first aid, provides crisis intervention services, and contacts emergency services and appropriate referrals.
7. Consults with other District employees, supervising physicians, private health care providers, community agencies, or organizations to effectively address the needs of students and address community health concerns.
8. Makes referrals to health support services and tracks student progress.
9. Researches health topics for students and staff; assists in creating health care educational materials; provides health promotion and education presentations to groups.
10. Promotes and participates in District health care activities and events to raise awareness of services.
11. Selects inventory of medical supplies and equipment.
12. May serve as lead worker to other classified staff in the area; directs the work of Medical Assistants.
13. May supervise, train and direct the work of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Provide both basic and primary health care to individuals in an independent and professional manner; provide appropriate emergency response and crisis intervention and screen and act on high risk situations; work with multi-disciplinary team to deliver health related services; communicate effectively (bilingual English/Spanish preferred) with individuals and in groups with a diverse population in meeting health related needs and about a variety of health related topics; make appropriate referrals and facilitate access to both private providers and community health resources; apply principles of infection control; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Current nursing and community health principles; college health nursing principles; communicable disease prevention and control; and standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree and completion of an accredited Nursing Practitioner program; Bachelor's and/or Master's degree in Nursing is preferred.

Experience:

Significant experience working as a family or adult nurse practitioner; experience in an educational setting working with electronic medical records preferred.

LICENSE OR CERTIFICATE:

Licensure as a Registered Nurse and Nurse Practitioner with the California Board of Registered Nursing with furnishing number and certification. Current Public Health Nursing certificate. Current CPR and First Aid certification. This positions requires that the incumbent be fully immunized against communicable diseases and documented freedom from active tuberculosis per Center for Disease Control standards.

SPECIAL REQUIREMENTS:

Must be able to perform full range of motion activities such as, but not limited to, walking, standing, lifting (up to 50 lbs. unassisted), or climbing while performing duties. Must be able to use touch, sight, and hearing in performing physical assessments. This position requires that the incumbent be fully immunized against communicable diseases and documented freedom from active tuberculosis per Center for Disease Control standards.