

TITLE: College Nurse

CLASSIFICATION: Classified

SALARY GRADE: P

SCOPE OF POSITION:

Under general direction, performs primary care health services for the District's students and staff; works collaboratively with department staff to ensure high standards of patient care; and participates in District health promotion programs.

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 nursing assessment and nursing interventions for health promotion as well as illness and injury.
2. Performs clinic activities such as preparing exam rooms for use and patient intake; assesses and records vital signs.
3. Administers vaccines and other injectable medicines and dispenses medications and supplies as ordered by the nurse practitioner or physician; monitors the storage and handling of vaccines, medications, and supplies following the Center for Disease Control guidelines.
4. Obtains and prepares specimens for laboratory and other diagnostic tests as ordered by the nurse practitioner or physician; reviews test results and interprets them in collaboration with the nurse practitioner or physician.
5. Documents nursing activities and interventions.
6. Participates in department quality assurance activities.
7. Participates in department sponsored health promotion activities.
8. Provides health education for groups and individuals utilizing a model that promotes wellness and prevention of illness and injury.
9. Participates in hiring, supervising, scheduling and training medical assistants, students, interns and short-term, non-continuing (STNC) employees.
10. Performs case management as directed by the nurse practitioners or physicians.

ABILITY TO:

Assist in providing basic and primary health care to individuals; problem solve urgent and emergency situations; work with multi-disciplinary team to deliver health related services; collect and process laboratory specimens; apply principles of infection control; follow standard guidelines for records management; make referrals and facilitate access to both private providers and community health resources; maintain a confidential work environment; communicate effectively, both orally and in writing, with individuals and groups regarding health related needs and topics; exercise appropriate judgement in interactions with others and with work processes; interact with the public in a helpful, courteous and professional manner; organize projects; collaborate productively and cooperatively with individuals and groups both internally and/or externally; and demonstrate sensitivity to, and respect for a diverse population.

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KNOWLEDGE OF:

Current nursing practices, equipment and techniques and medical terminology; community health resources; relevant local, state and federal rules, regulations, policies and procedures, including confidentiality regulations (i.e. Family Educational Rights & Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Title IX, medical record releases and mandated reporting); basic front and back office procedures in an ambulatory care clinic; health information management systems; and applicable technology usage, including standard office productivity software and other appropriate technology.

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:

Associate degree in Nursing from an accredited institution required.

EXPERIENCE:

2+ years of experience in a health care setting, including experience working with electronic medical record systems.

LICENSE OR CERTIFICATE:

- Proof of current CPR certification.
- Licensed as a vocational or registered nurse in the State of California.

OTHER 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.
- Must be able to work safely in an environment requiring exposure to biological conditions that may be unhealthful or hazardous.
- This position requires that the incumbent be fully immunized against communicable diseases and documented freedom from active tuberculosis per Center for Disease Control standards.