

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, HEALTH SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plan, organize, and direct and control the activities, services and operations of the overall health services program, including student health services, employee health services, employee wellness programs and employee workers' compensation medical care; direct the medical clinics, nursing clinics, mental health counseling, health and wellness promotion and instruction; provide emergency and crisis care intervention to student, employees and visitors.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Vice President Student Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize, direct and control the activities, services and operations of the overall health services program, including student health and wellness services, employee and wellness health services, initial employee workers' compensation; allocate personnel and resources to optimize departmental efficiency and effectiveness.
2. Direct the health services function in terms of developing the annual implementation plan for each center and clinic and for administering health services program components including medical clinics, nursing clinics, pharmacy drug distribution, mental health counseling, health promotion and instruction, emergency care and crisis intervention and community health programs.
3. Administer the health services program as an autonomous profit center; negotiate contracts with vendors, doctors and with the State Public Health Department; provide for cost effective operations in each facility; establish profit margins and assure health services operations and activities are profitable.
4. Develop marketing plans and communications to promote health services programs; develop and promote health instruction and awareness throughout the District for students, staff and faculty.
5. Prepare, submit and monitor the annual budgets for student health fees, student clinic fee for services, employee fee for service, community fee for service and grants; research and approve expenditures for services, supplies and equipment according to established policies; maintain an adequate inventory of medical and information supplies, materials and equipment.
6. Develop and revise policies and procedures relating to the overall health and safety program of the District; develop innovative campus and community health programs in coordination with the overall student services plan.

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7. Maintain on-going communications with staff, faculty, students, and professional associations at the state and local level and the Chancellor's Office.
8. Assure health programs address the needs of diverse and multi-cultural populations.
9. Provide advanced practice nursing care and follow-up; provide supervision to RNs performing advanced level practice protocols, which include crisis and suicide counseling and guidance and advanced dermatology protocol.
10. Provide communication on behalf of the District for the Department of Public Health and the Centers for Disease Control including prevention, regulations and recommendations for the prevention of communicable diseases.
11. Provide leadership and direction in the area of technology, which includes medical equipment, computer and software programs in order to meet the current standard of practice.
12. Coordinate with faculty to develop health education programs for the classroom.
13. Direct the development and administration of health programs screening for admission of students into the health, medical and public service programs of the District.
14. Provide select employee required health screenings.
15. Oversee confidentiality of medical information to ensure compliance with HIPAA.
16. Identify and procure sources of increased funding by establishing and maintaining relationships in the community and working with the Palomar Foundation.
17. Serve as a health care broker by maintaining relationships with community and private health resources and community emergency facilities to assure cooperative and efficient referrals to the community health care system.
18. Serve as a member of campus, community and professional committees, task forces and associations.
19. Train, schedule, assign, supervise and evaluate the work performance of assigned personnel, including physicians, nurses and nurse practitioners; medical receptionists and clerical staff; discipline personnel in accordance with established policies and procedures; supervise staff at remote locations.
20. Plan and coordinate research projects related to areas of responsibility; prepare a variety of complex statistical and narrative reports related to functional areas.
21. Attend a variety of meetings, workshops and conferences; represent the District to other educational institutions and community organizations and agencies.
22. Participate in shared governance through service on planning and/or operations committees and task forces.
23. Perform other duties as assigned or required.

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QUALIFICATIONS

Knowledge of:

- Clinical procedures and practices.
- Technical aspects of field specialty.
- Marketing, budgeting, administration, public relations, negotiation and public speaking techniques.
- Advanced technology in functional areas.
- Advanced research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- Policies and objectives of assigned programs and activities.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Computer software applications including spreadsheet, database, presentation and word processing programs.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations including Education Code, Title V, Health and Human Services, Business and Professions Code and Cal OSHA.

Ability to:

- Plan, coordinate, organize and direct the District's Health Services programs.
- Provide emergency and crisis care intervention to students, employees and visitors.
- Administer appropriate treatment.
- Develop, implement, evaluate and revise procedures and guidelines related to assigned function.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Read, interpret, apply and explain pertinent provisions of federal and state regulations.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

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EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years experience in a community college setting including two years of administrative and supervisory responsibility.

Education/Training:

Equivalent to a Master's degree in nursing from an accredited college or university; five years clinical nursing experience and two years health systems management capacity in an educational environment.

License and/or Certificate:

Licensed Registered Nurse; CPR and First Aid certifications; possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Health center environment; exposure to computer screens, noise, electrical energy, toxins, medications, blood; body fluids, communicable diseases and lab materials/equipment; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for caring for patients, walking, standing and sitting for extended periods of time.