

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **COLLEGE HEALTH NURSE**

*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**

To provide health assessment, nursing treatment, health education and referral to students and staff; to provide emergency first aid for on-campus students and staff as required; and to perform a variety of duties relative to assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director Health Services.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Meet individually with students and staff to perform health assessment; take vital signs, perform diagnostic tests, give immunizations and provide appropriate treatment as needed.
2. Provide health education for students and staff; assess student and employee health needs; make appropriate referrals and utilize community health related resources.
3. Respond to on-campus medical emergencies; operate electric cart as needed to pick up students; provide initial emergency care and administer first aid.
4. Schedule doctor appointments for assigned student health center or clinic; assist doctors as needed; dispense authorized medications, draw blood and prepare specimens.
5. Inventory and order clinical medical supplies; participate in cleaning and organizing assigned clinic areas.
6. Troubleshoot billing problems; prepare requisitions for payment.
7. Deliver classroom presentations and lectures on health-related topics as requested.
8. Maintain accurate confidential medical charts, records and statistics.

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9. Participate in assigned health promotions as required; perform blood pressure checks, hearing and vision testing, cholesterol checks and immunizations.
10. Plan and revise work schedules of Registered Nurses at assigned health centers.

**Marginal Functions:**

1. Attend professional group meetings and participate on assigned committees.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and procedures of nursing.  
Principles, practices and techniques of health assessment.  
Methods and techniques of health education.  
Principles and procedures of emergency first aid.  
Medical terminology and resources.  
Principles and procedures of record keeping.  
Modern office procedures, methods and equipment including computers.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Assess, evaluate and provide treatment for physical and mental health student and employee needs.  
Perform nursing duties independently utilizing advanced nursing protocols.  
Assist in crisis intervention, health education and counseling.  
Administer first aid and emergency medical treatment to students, faculty and visitors.  
Administer immunizations and dispense authorized medications.  
Operate a variety of medical equipment in a safe and effective manner including but not limited to stethoscope, sphygmomanometer, portable oxygen breathing equipment and emergency care equipment.  
Maintain accurate and confidential medical charts, insurance forms and statistics.  
Order medical supplies and pharmaceutical.  
Operate an electric cart as required.  
Operate office equipment including computers.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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**Experience and Training Guidelines**

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

**Experience:**

Three years of increasingly responsible nursing experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in nursing.

**License or Certificate**

Possession of an appropriate, valid Registered Nurse certification.

Possession of, or ability to obtain, an appropriate, valid first aid certificate.

Possession of, or ability to obtain, an appropriate, valid CPR Certificate.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Health center or clinic environment; exposure to computer screens, potentially hazardous chemicals, stressful emergency situations.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, repeated bending, light lifting and carrying; operating motorized equipment and vehicles.