



**Classification Title: College Health Nurse – RN**

<b>Department:</b>	Health Services	<b>EEO6 Code:</b>	3
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	37
<b>Supervision Received From:</b>	Director, Health Services	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	General Supervision	<b>Last Revision:</b>	9/2016

*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 by individual positions.*

**JOB SUMMARY.**

Provides professional nursing care, health education and health services to District students and employees; assesses, treats, counsels and refers students and employees to other resources as appropriate; maintains electronic medical records and ensures compliance with state laws and regulations, District policies and health program protocols.

**DISTINGUISHING CHARACTERISTICS.**

The College Health Nurse – RN serves as a medical resource, health educator and advocate for students, employees and the community. Incumbents make independent nursing assessments, diagnoses and evaluations in the clinic and on campus regarding injuries and illnesses and provide first aid, emergency care or crisis intervention to students and staff in accordance with state and District nursing laws, regulations and protocols. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides professional nursing care and health services to students and employees; makes independent nursing assessments, diagnoses and evaluations in a clinical ambulatory care setting regarding injuries and illnesses and provides first aid, emergency care or crisis intervention to students and employees in accordance with state and College nursing laws and regulations and protocols; performs emergency, advanced-level protocol on certain medical conditions; refers the more complex medical or psychological problems to emergency services or an appropriate healthcare provider.
2. Advises patients on health maintenance and disease prevention and provides referrals for cost-effective, appropriate care; orders, interprets and evaluates diagnostic tests to assess patient conditions, including blood pressure, tuberculosis, vision, vital signs and in-house lab tests; administers immunizations/vaccines and assists physicians and nurse practitioners during clinical hours.
3. Documents patient medical information, condition, treatment, advice and referrals on patient medical charts utilizing electronic medical records; maintains confidential patient medical records; prepares invoices and insurance documents; prepares accident reports, immunization reports or tuberculosis results and maintains copies in patient records; serves as a resource to Health Services staff for assistance/support on electronic medical records system.
4. Serves as a health educator and advocate for students, employees and the community; provides lectures in classrooms and at community events; ensures quality patient care by consulting and coordinating with Health

Services staff and community resources to assess, plan, implement and evaluate community wellness programs; distributes health education materials and participates in health education events as needed.

5. Serves as a member of the District's Emergency Response Team.

**Marginal Functions:**

1. Participates in allocating the pharmaceutical, laboratory and medical supplies budget; inventories and orders clinical medical supplies; participates in cleaning and organizing assigned clinic areas.
2. Attends professional group meetings and participates on assigned committees.
3. May provide guidance and direction in the work of lower-level Health Services staff and hourly medical staff, including participating in assigning and scheduling the work of lower-level employees; ensures completeness, accuracy and conformance with District standards.
4. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/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:** Five years of responsible nursing experience in an ambulatory care or student health services environment.

**Education/Training:** Graduation from a National League of Nursing-accredited four-year college or university with a Bachelor of Science in Nursing.

**Licenses/Certificates:**

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. Current, valid California Registered Nurse license by time of appointment
3. Current, valid cardiopulmonary (CPR) and first aid certification by time of appointment

**Knowledge of:**

1. Modern medical terminology, equipment and diagnostic methods and techniques.
2. Principles and techniques of performing standard and emergency healthcare and nursing assessments, patient care planning and delivery, patient education and evaluation of outcomes.
3. Pharmacology of commonly prescribed medicines and drugs and their therapeutic effects and possible adverse reactions.
4. Principles, practices and techniques of safety and infection control.
5. Principles, practices, concepts and techniques used in community health and community health promotion and education.
6. Government and community resources available to students.
7. Operation and usage of Electronic Medical Records software and systems.
8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
9. College organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

10. Health Insurance Portability and Accountability Act (HIPAA) regulations as they pertain to patient information and records.
11. Federal, state and local laws, regulations and court decisions governing area of assignment.
12. Modern office practices, procedures and equipment.
13. Practices and procedures of public administration for budgeting, purchasing and recordkeeping.

**Skill in:**

1. Performing skilled nursing services, treatments and procedures in a clinic setting.
2. Identifying health and medical needs and recommending appropriate care and services.
3. Screening patients for vision, hearing and other medical problems.
4. Assisting in crisis intervention and counseling.
5. Administering first aid and emergency medical treatment.
6. Administering immunizations and dispensing authorized medications.
7. Preparing and maintaining organized, detailed and accurate medical records and charts.
8. Providing health-related information and health education to patients.
9. Representing an employer effectively in interactions with public health agencies and community groups.
10. Preparing and delivering oral presentations regarding health and medical issues.
11. Maintaining computer systems to ensure accurate and complete client medical records and case files.
12. Organizing, setting priorities and exercising sound independent judgment within assigned areas of responsibility.
13. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
14. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
15. Organizing and maintaining specialized files.
16. Maintaining confidentiality of student files and medical records.
17. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
18. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
19. Establishing and maintaining effective working relationships with those encountered in the course of work.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical health clinic conditions, including laboratory conditions. Employees work with blood-borne pathogens and medical waste materials and are subject to exposure to communicable disease. The noise level is usually quiet.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to stand, walk and sit for prolonged periods; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to lift up to 50 pounds unaided. Requires operation of District vehicles.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.