

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Director, Health Services

Department: Health Services

FLSA Status: Exempt

Staff Category: Administrative Association (Educational Administrator)

Salary Range: 66

Supervision Received From: Assistant Superintendent/Vice President, Student Services

Original Date: July 2012

Supervision Given: Classified, hourly, and volunteer staff in Health Services

Last Revision: February 2017

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.

JOB SUMMARY.

Responsible for providing leadership, planning, and evaluation of the Health Services department, including administering the program as a non-profit center; developing and administering budgets; developing and implementing policies and procedures; and providing advanced nursing care and follow-up when necessary. Maintains liaisons with health-related partners and health care facilities.

DISTINGUISHING CHARACTERISTICS.

The Director, Health Services is a stand-alone classification and is distinguished from other Student Services directors by its responsibility for providing leadership and direction for the District's Health Services programs.

ESSENTIAL FUNCTION STATEMENTS.

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

1. Plans, coordinates, supervises, and evaluates all aspects of the Health Services department, including, but not limited to assessing and treating medical illnesses and injuries; referring patients to and following up with physicians, community health care providers, and/or human services agencies; coordinating personal and mental health screening services, general health screenings, health education presentations, health promotion activities, and communicable disease prevention; collaborates with District personnel and departments in the District-wide coordination of emergency response and crisis intervention.
2. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities; provides supervision to Nurse Practitioners and Registered Nurses performing advanced level nursing practice protocols, including crisis intervention, mental health assessment, and guidance and advanced practice in specialty areas.
3. Collaborates with internal departments and external agencies to evaluate and interpret Federal, State, and local regulations, policies, and procedures, evaluating needs, options and funding requirements.
4. Plans, organizes, directs and controls the activities, services and operations of the overall Health Services program, including student health and wellness services; allocates personnel and resources to optimize departmental efficiency and effectiveness.
5. Directs the Health Services function by developing the annual implementation plan for each District education center and health clinic and for administering Health Services program components including medical clinics, nursing clinics, pharmacy drug distribution, behavioral health counseling services, health promotion and instruction, emergency care and crisis intervention and community health programs.

6. Administers the Health Services program as an autonomous non-profit center; negotiates contracts with vendors, physicians and with the California Department of Public Health; provides for cost-effective operations in each facility; establishes profit margins and assures Health Services operations and activities are within health fee revenues collected and identified in Title 5 of the California Code of Regulations.
7. Develops marketing plans, communications campaigns, and activities to promote health services programs and enhance health awareness; prepares and delivers oral presentations; develops and distributes informational materials; develops and promotes health instruction and awareness throughout the District for students on a variety of health-related topics.
8. Administers, prepares, submits and monitors the annual budgets for student health fees, student clinic fee for services, employee fee for service, community fee for service and grants; researches and approves expenditures for services, supplies and equipment according to established policies; ensures use of funds complies with the California Education Code and Title 5 of the California Code of Regulations.
9. Develops and revises policies and procedures relating to the overall health and safety program of the District; develops innovative campus and community health programs in coordination with the District's Strategic Plan, Student Services plan, and state and federal laws.
10. Assures health programs address the needs of the District's diverse and multicultural student populations; provides consultation and support to District departments and programs that serve students with special needs, including, but not limited, to the Disability Resource Center, Extended Opportunity Programs and Services, International Students, Veterans Services, the Pride Center, and English as a Second Language.
11. Provides advanced practice nursing care and follow-up; directs and ensures the proper administration of clinical laboratory tests; directs Health Services activities and staff to arrange patient referrals to appropriate community resources.
12. In collaboration with Health Services staff, behavioral health counseling services staff, the District, and community service agencies, develops, implements, and evaluates educational and outreach activities on the prevention, recognition, and treatment of psychological and behavioral issues, which include, but are not limited, to suicide prevention, sexual violence, major mental illnesses, substance abuse, anger management, and relationship skills development.
13. Consults with District faculty, staff, administration, and the campus community regarding students with behavioral and/or mental health issues and concerns.
14. Provides 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; updates policies and procedures.
15. Coordinates with the Environmental Health and Safety department and the Palomar College Police Department to formulate, communicate, and train District staff in District emergency procedures, responses to urgent situations, disaster preparedness, and compliance plans.
16. Responds to difficult and sensitive inquiries and complaints about Health Services; responds to and resolves complaints and issues.
17. Provides leadership and direction in Health Services' use of technology, including medical equipment, computers, and software programs in order to meet the current standard of practice.
18. Maintains ongoing communications with staff, faculty, students and professional associations at the federal, state and local level and the California Community Colleges Chancellor's Office.
19. Coordinates with faculty to develop health education programs for the classroom.
20. Directs the development and administration of health physical exams for admission of students into the health, medical and public service programs of the District.
21. Coordinates and facilitates students' access to benefits through the District's student accident insurance.

22. Oversees confidentiality of medical information to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA).
23. Identifies and procures sources of increased funding by establishing and maintaining partnerships in the community and working with the Palomar College Foundation.
24. Serves 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 and other community resources.
25. Directs and participates in the preparation and maintenance of a variety of complex narrative and statistical reports, records, and files relative to Health Services and its functional areas and operations; ensures mandated reports are submitted to the appropriate government agencies according to established timelines; plans and coordinates research projects related to areas of responsibility.
26. Maintains an adequate inventory of medical and information supplies, materials and equipment.

Marginal Functions:

1. Attends mandatory professional conferences to remain current in the field in order to maintain medical and professional licensing.
2. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
3. Participates in shared governance through service on planning and/or operations committees and task forces.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Management principles and practices.
2. Medical, nursing, and public health protocols and clinical procedures.
3. Technical aspects of public health, medical, and nursing care.
4. Public relations principles, including public relations, marketing, public speaking, and development of collateral materials.
5. Procedures, methods, and techniques of budget preparation and maintenance.
6. Advanced use of medical equipment and technology.
7. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
8. Computerized data management, storage and retrieval systems relevant to area of responsibility.
9. Advanced research methods and report writing techniques.
10. Policies and objectives of assigned programs and activities.
11. Public and community relations principles and practices, including the use of tact, patience and courtesy.
12. Community college organization, operations, policies, and objectives.
13. English usage, spelling, grammar, and punctuation.
14. Principles of mathematics as relevant to nursing.
15. Applicable federal, state, and local codes, laws and regulations including, but not limited, to the California Education Code, Title 5 of the California Code of Regulations, Health and Human Services, California Business and Professionals Code, and the Occupational Safety and Health Administration.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing, administering and maintaining multiple budgets.
6. Applying for and participating in community grants.
7. Interpreting, applying, and explaining complex rules, regulations, policies, and procedures, including information of a highly technical nature.
8. Communicating clearly and concisely, both orally and in writing.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Assessing and responding to complex medical and community health situations.
12. Budget development and maintenance.
13. Compiling and organizing data from a variety of sources.
14. Maintaining accurate, complete, and confidential records.
15. Maintaining confidentiality and exercising discretion.
16. Planning, coordinating, organizing, and directing college health programs.
17. Providing emergency and crisis care intervention, including behavioral and/or mental health referrals, to individuals at a community college campus.
18. Administering appropriate health care treatment and referrals, including for behavioral and/or mental health.
19. Developing, implementing, evaluating and revising procedures and guidelines relevant to a health care operation.
20. Reading, interpreting, applying and explaining pertinent provisions of federal and state regulations.
21. Working independently with little direction.
22. Preparing reports by compiling and organizing data from a variety of sources.
23. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds in a community college.

Experience and Training Guidelines:**Minimum Experience Requirements:**

Five years of clinical nursing experience, including two years of management or supervisory experience.

Minimum Education and Certification Requirements:

Must meet one of the following sets of qualifications under a) – b) below:

- a) A master's degree from an accredited college or university in nursing and a California Public Health Nurse Certificate, or
- b) A master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health and a bachelor's degree in nursing and a California Public Health Nurse certificate.

Required Licenses and Certificates:

1. A valid, current California license as a Registered Nurse.
2. Valid, current cardiopulmonary resuscitation (CPR) and First Aid certifications.
3. Advanced medical and nursing practice certifications.
4. Possession of, or ability to obtain, and appropriate, valid California Driver's License by time of appointment.

Preferred Qualifications:

Community college administration experience.

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, students, and the public; exposure to hostile and/or abusive individuals.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Travel to District and other locations is required.