

**COLLEGE HEALTH NURSE**

| **Reports to:**  | Director, Health Services |  |  |
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| **Dept:** | Health Services | **Range:** | 28 |
| **FLSA:** | Exempt | **EEO:** | Professional/Nonfaculty |

*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.*

### BASIC FUNCTION:

Under direction, provide nursing care and health services including testing, nursing assessment and first aid to students and staff; disseminate health services information and provide special­ized assistance and counseling regarding individual health needs; maintain a variety of health records; determine health education/promotion needs and develop action plans; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Provide confidential, in-depth personal health and mental health counseling; refer students to physicians, nurse practitioners, MFT interns, clinics, agencies and other healthcare provid­ers according to established procedures; schedule student appoint­ments.
2. Provide professional nursing care to sick and injured students and staff; make independent nursing assessments regarding illnesses and emergency situations according to established policies and guidelines; refer more complex medical problems to the Director, Health Services, physician, nurse practitioner or other appropriate healthcare professional.
3. Administer first aid; respond to campus medical emergencies and provide basic emergency care according to approved procedures.
4. Administer immunization injections, screen for vision and hearing problems and dispense medication according to established procedures; safely handle and dispose of hazardous waste according to protocol.
5. Organize and oversee clinics; prepare students for medical examinations by a doctor or nurse practitioner; assist with examinations and treatment as directed.
6. Maintain accurate confidential health records and statistics; record lab work performed and medications administered; provide essential information to appropriate staff; prepare accident, liability and workers’ compensation forms as needed; report suspected abuse, molestation and neglect in accordance with legal requirements.

### OTHER DUTIES:

1. Plan, research, organize and implement health education material and campus health promotion events.
2. Communicate with students, staff and the public to obtain and provide health-related infor­mation, make referrals and explain a variety of policies, procedures, rules and regulations concerning healthcare services.
3. Act as primary liaison with San Diego Project Heartbeat to maintain and inspect Automatic External Defibrillators (AEDs) at each District site and communicate pertinent information.
4. Assist in updating policies and procedures for health services and related topics.
5. Act as a member of the Campus Emergency Response Team.
6. Implement applications and correspondence for medication assistance programs, latent TB treatment and lab follow-up; organize and tabulate statistical reports as needed.
7. Maintain and order medical clinic supplies.
8. Maintain the Health Services website.
9. Provide backup for secretarial staff.
10. Conduct classroom presentations and demonstrations on health topics as requested by instructors.
11. Serve as a resource person for the Allied Health Club.
12. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Emergency healthcare and medical assessment techniques.
2. Medical terminology and resources.
3. Community health resources.
4. Illness prevention and wellness.
5. Use and side effects of various medications.
6. Current nursing practices/scope of practice, equipment and techniques.
7. Modern office practices, procedures and equipment.
8. Recordkeeping techniques.
9. Technical aspects of field of specialty.
10. Interpersonal skills using tact, patience and courtesy.
11. Applicable sections of California education, health and safety codes and other applicable laws.
12. Health issues pertinent to the college population and methods of intervention.
13. Behavioral and social psychology principals and how they apply to health education planning.
14. Program evaluation.
15. Safety policies and safe work practices applicable to the work.
16. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

### ABILITY TO:

1. Learn, interpret and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
2. Perform professional nursing duties at a community college.
3. Conduct various medical screening tests.
4. Conduct and prepare specimens for lab work.
5. Appropriately respond to medical emergencies.
6. Triage patients in the clinic and emergency situations.
7. Maintain accurate records and prepare reports.
8. Administer first aid and initial healthcare in medical emergencies.
9. Provide health services information and counseling to students and staff.
10. Plan, organize and implement a variety of health education activities.
11. Analyze situations accurately and adopt effective courses of action.
12. Meet schedules and timelines.
13. Work confidentially with discretion.
14. Assess needs and recommend program priorities.
15. Work independently with little direction and cooperatively in a team environment.
16. Communicate effectively, both orally and in writing.
17. Make arithmetic calculations quickly and accurately.
18. Understand and follow written and oral instructions.
19. Operate a computer and standard business software.
20. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
21. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor’s degree in nurs­ing, public health or a related field, and two years of related work experience; or an equivalent combination of training and experience. Experience in an educational institution is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

A current California Registered Nurse’s license.

CPR/AED card for healthcare providers. Course must meet American Heart Association or American Red Cross guidelines.

California Public Health Nurse Certification is desirable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Health Services Assistants, student and temporary workers in Health Services.

**CONTACTS:**

Students, coworkers, faculty, staff, outside agencies, physicians, physician assistants and paramedics.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; frequent exposure to hazardous materials such as blood-borne pathogens, bacteria, viruses, solvents and other toxic chemicals and substances that require the use of personal protection equipment including gloves or clothing; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagree­able fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occa­sional local travel may be requested.