CLASS TITLE: COLLEGE NURSE

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, provide medical care for sick or injured students and district employees, perform laboratory tests and procedures, provide health information about a wide variety of health concerns, and perform related duties in support of a college health center.

REPRESENTATIVE DUTIES:

Provide medical care for sick or injured students and district employees; observe and record pertinent symptoms on medical records; respond to emergency situations with appropriate medical triage and care; administer first aid and cardiopulmonary resuscitation (CPR); arrange emergency transportation to medical facilities as needed. E

Perform laboratory tests and procedures such as venipuncture, Sexually Transmitted Infection (STI) tests, throat cultures, pregnancy tests, and tuberculin skin tests; read test results and provide referral and counseling as appropriate. E

Assist physicians and/or nurse practitioners during appointment hours; prepare patients for examination and check vital signs such as temperature, pulse, respiration, and blood pressure; measure height and weight; administer vision and hearing tests; administer treatments and medication under the direction of a physician or nurse practitioner; dispense drugs and apply devices such as splints; change dressings; adjust crutches for patients as requested by physician. E

Take health histories from patients and record pertinent information regarding symptoms, drug allergies, and family history; maintain accurate health records on patients; complete accident reports and student insurance forms. E

Provide students with health and wellness information about a wide variety topics including nutrition, stress management, communicable diseases, sexually transmitted infections, and substance abuse; refer patients to appropriate community health and social service agencies; assist with special health care projects and workshops. E

Distribute and replenish first aid kits, dressings, and thermometers; inventory, order, and restock medications, antibiotics and other supplies in the Health Center and first aid kits throughout campus as needed. E

Assist with health service and educational activities by preparing visual aids and flyers; update bulletin boards and re-stock supplies of informational pamphlets and brochures. E

Perform a variety of clerical tasks as needed; type and complete accident reports; maintain a variety of files.

Established October 2010
Attend a variety of professional workshops, seminars, conferences and meetings as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Health issues, needs, and concerns of college students
- Registered Nurse ethical and legal boundaries, The Nurse Practice Act, and information, advisories, and guidelines set forth by the California Board of Registered Nursing
- Medical terminology and equipment
- Emergency medical response, triage protocols, first aid, and cardiopulmonary resuscitation procedures
- Methods and techniques of clinical observation and intervention
- Preparation and administration of drugs and medications
- Assessment and diagnostic techniques
- Modern computer software applications, including word processing and communications
- Methods and techniques of effective record keeping
- Principles, practices, and methods of effective customer service
- Injection administration and phlebotomy
- Confidentiality, Privacy Act, and HIPAA (Health Insurance Portability and Accountability Act) Guidelines

ABILITY TO:

- Administer injections and immunizations; perform venipuncture, tuberculin skin tests, pregnancy tests, and cultures
- Perform laboratory tests and interpret results
- Operate medical and evaluation instruments including otoscope, stethoscope, and screening devices
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of patient records
- Exercise tact and patience in interactions with patients
- Analyze situations accurately and adopt effective course of action

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Associate Degree in Nursing

Experience: Two years of recent experience as a professional nurse.
COLLEGE NURSE (continued)

LICENSES AND OTHER REQUIREMENTS:

Valid Registered Nursing License issued by the California Board of Registered Nursing
Valid CPR Certification

WORKING CONDITIONS:

ENVIRONMENT

Student Health Center environment

PHYSICAL ABILITIES

Standing for long periods of time
Sitting for long periods of time
Dexterity of hands and fingers to operate computer keyboard and medical equipment
Hearing and speaking to communicate with staff and patients
Bending, kneeling, and reaching to retrieve materials, supplies, and files and during patient examinations

HAZARDS:

Exposure to communicable diseases
Exposure to bodily fluids
Exposure to contaminated products such as, syringes, needles, waste, and equipment