

## STAFF NURSE

### **DEFINITION**

Under general supervision, plans, organizes, and coordinates the day-to-day activities of the Student Health Services department; provides clinical nursing care; trains and provides work direction to clinical personnel as assigned; assists the Director, Student Health Services in planning and organizing clinical operations, information, and instructions, including health promotion.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director, Student Health Services. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This class responsible for performing nursing care for patients. Work requires strong communications skills and knowledge of available community resources. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other Student Health Services classifications by the requirement of an appropriate professional license, as well as relevant clinical experience.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, organizes, and coordinates the day-to-day activities of the Student Health Center; assists in developing and revising policies, procedures, orientation materials and materials for Health Services programs, activities and employees; collaborates with District clinicians to provide relevant medical and psychological services.
2. Provides nursing care; collaborates with District clinicians to develop therapeutic plans and resolve health issues, problems, and illnesses as appropriate.
3. Follows the Nursing Process: conducts assessments of patients including case histories, vital signs, visual acuity, mental status, etc.; documents related information.
4. Responds to emergencies, provides first aid, and takes appropriate actions according to established protocols.
5. Assesses walk-in patients and identifies and implements appropriate plan of care including the need for first aid, scheduling appointments, urgent care, or 911 services.
6. Carries out clinician's orders, including administering injections and oral medications and laboratory tests, etc.
7. Discharges patients with appropriate aftercare instructions and health education.
8. Trains and provides work direction to clinical personnel as assigned, including specific clinical operations and activities; provides input regarding the selection of new employees; provides feedback to management regarding work performance of clinical personnel; participates in the scheduling of Student Health Services personnel.

9. Utilizes phlebotomy skills in the collection and preservation of lab specimens; reconciles and maintains records concerning specimens, related results, and follow-up activities.
10. Serves as a technical resource to personnel, patients, and others concerning nursing functions, activities, and related services; responds to inquiries, resolves issues and conflicts, and provides information concerning related laws, rules, regulations, practices, and procedures.
11. Prepares and maintains a variety of records, reports, and files related to clinical activities, examinations, assessments, and assigned activities; prepares and maintains cumulative health records.
12. Communicates with patients, personnel, and a variety of outside agencies to exchange information and resolve issues or concerns as allowed by laws governing the release of medical information.
13. Operates a variety of medical instruments and equipment including thermometers, stethoscopes, lab instruments, Automated External Defibrillators (AEDs) and screening devices; drives a vehicle to conduct work.
14. Maintains inventory of drugs, immunizations, and supplies, and orders supplies as needed.
15. Monitors medication and medical supply expiration dates; properly disposes of expired medications.
16. Evaluates, maintains, and updates a variety of health-related records and files, including student health and immunization records, emergency medical records, accident reports, and health and disability reports.
17. Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.
18. Provides referral information related to local health and social service providers.
19. Maintains a clean and orderly environment.
20. Performs general clerical duties, including answering phones, inventory, ordering, and distributing medical and office supplies and equipment, copying, filing, recording data, and other support.
21. Attends a variety of meetings and training sessions as required.
22. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
23. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
24. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
25. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
26. Prepares and delivers oral presentations related to assigned areas as required.
27. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
28. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Application of the Nursing Process, including assessment, diagnosis, planning, implementing, and evaluating outcomes for medical and mental health issues.
3. Principles and practices of nursing care, including knowledge of first aid and emergency interventions.
4. Public health matters such as epidemiology, communicable diseases, psychological trends and other health issues.
5. Practices and procedures involved in the establishment and implementation of treatment and therapeutic plans for common illnesses, injuries, and mental health crises.
6. Health issues common to the community college population.
7. Basic first aid, CPR, and assessment techniques.
8. Purposes, uses, and operating characteristics of a variety of equipment and supplies used in medical assistance operations.
9. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
10. District organization, functions, rules, policies, and procedures applicable to assigned areas of work responsibility.
11. Modern office practices, methods, and computer equipment and applications related to assigned work.
12. Basic principles of record keeping and file maintenance.
13. English usage, spelling, vocabulary, grammar, and punctuation.
14. Techniques for effectively dealing with community agencies and individuals of various ages, disabilities, and socio-economic groups, and effectively representing the District in contacts with the public.
15. Techniques for providing a high level of customer service.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Provide nursing assessments and care to evaluate the physical and mental health needs of patients.
5. Implement treatment or therapeutic plans as appropriate, following policies, procedures, and clinician orders.
6. Train and provide work direction to assigned staff.
7. Understand technical and medical terminology.

8. Maintain medical records as per current legal requirements.
9. Work responsibly with physicians and other members of the medical/mental health team and to manage patients effectively.
10. Recognize adverse signs and symptoms and react swiftly in emergency situations.
11. Operate medical equipment.
12. Write clear and concise nursing reports.
13. Administer first aid, CPR, and routine and emergency treatment procedures.
14. Administer physician prescribed medication and treatment.
15. Understand, interpret, and respond with courtesy and sensitivity to the needs of patients from culturally and linguistically diverse backgrounds.
16. Implement a variety of activities related to health education programs; establish and maintain relationships with diverse groups.
17. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
18. Operate modern office equipment including computer equipment and software programs.
19. Organize own work, set priorities, and meet critical time deadlines.
20. Use English effectively to communicate in person, over the telephone, and in writing.
21. Understand scope of authority in making independent decisions.
22. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
23. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

1. Equivalent to an Associate's Degree in Nursing from a regionally accredited college; and
2. A minimum of three (3) years of clinical experience;
3. Experience in urgent care or emergency services preferable.

**Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **Licenses and Certifications:**

1. The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Possession of a valid California Registered Nurse license.
3. Possession of a valid CPR certificate issued by the American Heart Association.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; to operate a motor vehicle to visit District sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids rendering first aid, CPR, and/or treating patients. Employees may interact with individuals when interpreting and enforcing departmental policies and procedures.

Amended: 7/2023