

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Nurse Practitioner

DEPARTMENT/LOCATION: Health Services; Moreno Valley, Norco, Riverside City Colleges

BASIC FUNCTIONS: Under the supervision of assigned supervisor, provides clinical services, health promotion, and health education programming to the campus community and provides administrative support for medical services and insurance claims/issues. Position provides health assessment, diagnosis, treatment, counseling, and referral services.

REPRESENTATIVE DUTIES:

1. Perform practitioner level physical examinations and clinical assessments, including immunizations, TB skin tests, lab screenings, vision, height and weight, and blood pressure; formulate plan of treatment and preventive health measures within the established clinic protocols.
2. Provide treatment for health concerns; collaborate with community agencies and resources; make referrals, as necessary; provide follow-up.
3. Answer and respond to inquiries regarding Health Services.
4. Respond to emergencies on campus; differentiate between medical non-emergency and emergency cases; administer first aid and emergency care to the injured and ill on campus; assist in contacting emergency medical transport; and assist medical personnel with emergency care and equipment; activate the Emergency Medical System as necessary.
5. Receive students on a drop-in basis or students who have appointments; prepare paperwork and pre-exam procedures; process insurance paperwork; answer billing inquiries.
6. Assist the Director in planning, developing, and implementing a comprehensive program for Student Health Services, including current standard of practice in medicine, nursing, and staff management, licensed lab and hazardous waste management, and insurance issues.
7. Participate in communicable disease control and management and occupational health issues.
8. Maintain Health Services operational functions, as well as census, records, and survey information; assists in establishing and implementing policies and procedures for the maintenance of confidential medical records and incidence reports.
9. Dispense medications and administer immunizations as appropriate, according to the clinic protocols.
10. Document all physical findings, nursing assessment, lab results, and interventions; discuss cases with physician and other health professionals to prepare comprehensive patient care plan.
11. Consult with other employees of the District, private health care providers or community agencies or organizations to assist in solving student health problems.
12. Provide education on health related topics on an individual and group basis utilizing a model that promotes wellness and prevents illness/injury.
13. Assist writing proposals and grants for special program funding.
14. Assist in procedures concerning the handling of contaminated items and materials.
15. Perform other duties as required.

QUALIFICATIONS: Master's level Nurse Practitioner. One year's experience as a nurse practitioner in a health care setting, with an adult population.

LICENSES/CERTIFICATIONS: Valid license as Registered Nurse and Nurse Practitioner in the State of California. Valid First Aid and CPR certification.

KNOWLEDGE OF: Principles and practices of nursing care; diagnostic skills for medical evaluations; current nursing and community health principles; communicable disease epidemiology, prevention and control; crisis intervention, drug and alcohol addiction/use, eating disorders; occupational health and worker's compensation; oral and written communication skills; operation of a computer and assigned software; interpersonal skills using tact, patience and courtesy; health and safety regulations; technical aspects of field of specialty.

ABILITY TO: Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious backgrounds, and sexual orientation of community college students and staff; perform physical examinations and diagnose illness; assess physical and mental status of patients; make decisions regarding appropriate care for patient and need for contacting physician; provide appropriate emergency response and crisis intervention; understand technical and medical terminology; communicate effectively individually and in groups with a diverse population in meeting health related needs about a variety of health related topics; make appropriate referrals and facilitate access to both private providers and community health resources; work cooperatively with students, staff and faculty from diverse backgrounds; maintain records and prepare reports; read, interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; understand and work within scope of authority.

ENVIRONMENT: Office environment; constant interruptions; and emergency call-outs.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate a computer keyboard and various medical equipment. Seeing to assess injuries. Reaching overhead, above the shoulders and horizontally. Pushing or pulling wheelchairs. Bending at the waist, kneeling or crouching during medical or emergency situations. Lifting.

HAZARDS: Contact with blood, blood-borne pathogens and other body fluids. Communicable diseases.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.