

RIVERSIDE COMMUNITY COLLEGE DISTRICT

NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Registered Nurse I

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

BASIC FUNCTIONS: Responsible to the Director of Health Services for health care delivery to students and limited health care delivery to staff and faculty.

REPRESENTATIVE DUTIES:

1. 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.
2. Receive students on a drop-in basis or students who have appointments; prepare paperwork and pre-exam procedures; process insurance paperwork; answer billing inquiries. Act as an advocate in resolving any problems that may develop.
3. Provide crisis intervention for students and staff.
4. Dispense medications and administer immunizations as appropriate, according to the clinic protocols.
5. Document all physical findings, nursing assessment, lab results, and interventions; discuss cases with physician and other health professionals to prepare comprehensive patient care plan.
6. Provide TB testing and immunizations
7. Knowledge of community health referral resources.
8. Act as a resource person regarding matters related to campus health and safety.
9. Provide classroom orientations.
10. Attend Health Services staff meetings.
11. Assist in procedures concerning the handling of contaminated items and materials.
12. Perform other duties as required.

QUALIFICATIONS: An associate's degree or diploma in nursing from an accredited college or university is required. Four years of RN experience is also required.

LICENSES/CERTIFICATIONS: Current California RN license and driver's license required. Current CPR for Health Care Providers certification required.

KNOWLEDGE OF: principles and practices of nursing care; 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; operation of a computer and assigned software; health and safety regulations; technical aspects of field of specialty; oral and written communication skills; and interpersonal skills using tact, patience and courtesy.

ABILITY TO: 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; and understand and work within scope of authority.

WORK 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; and lifting.

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

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

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.