

OCTOBER 2016
FLSA: NON-EXEMPT
SALARY GRADE: Q
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

COLLEGE HEALTH REGISTERED NURSE

BASIC FUNCTION: Responsible to the Director of Health Services for health care delivery to students and limited health care delivery to staff and faculty at Riverside City, Norco, or Moreno Valley College. Works closely with Health Services Supervisor and/or other staff to promote and educate healthy behaviors in order to support student success.

REPRESENTATIVE DUTIES:

1. Respond to call-outs on campus; differentiate between medical non-emergency and emergency cases; administer first aid 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 problems. Provide crisis intervention for students and staff.
3. Insure work flow of office activities to include scheduling of patients, exam room assignments, and act as a resource for ancillary nursing staff and medical assistants.
3. Dispense medications, administer immunizations and TB tests as appropriate, according to the clinic protocols.
4. Document physical findings, nursing assessment, lab results, and interventions; discuss cases with physician and other health professionals as needed to prepare comprehensive patient care plan.
5. Knowledge of community health referral resources
6. Act as a resource person regarding matters related to campus health and safety.
7. Provide classroom presentations and assist with outreach events.
8. Attend Health Services staff meetings.
9. Assist with collection and preparation of laboratory specimens as well as assuring onsite lab equipment meets certification standards.
10. Perform vision screenings and hearing tests using an audiometer.
11. Participate in District-provided in-service training programs and collaborate with other departments on campus to promote healthy behaviors.
12. Provide health education to students, assist with on-campus or off-campus referrals.
13. Perform other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: Associates Degree in Nursing from an accredited college or university and three years of RN experience required. Bachelor of Science in Nursing desired. Public Health experience preferred. American Sign Language and/or fluency in second language also desired.

LICENSES/CERTIFICATIONS:

- Current California Registered Nursing License required;
- Current California Driver's License required;
- Current CPR for Health Care Providers required;
- Public Health Nurse Certificate desired; and
- Documentation of the following: Immunity to Hepatitis B, MMR and Varicella or immunization series documentation; TB clearance; Tetanus/Pertussis/Diphtheria vaccine documented within 10 years 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;
- Family Planning options and management;
- Occupational health and worker's compensation;
- Health and safety regulations; and
- Technical aspects of field of specialty.

ABILITY TO:

- Assess physical and mental status of patients;
- Perform phlebotomy for ordered laboratory;
- 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;
- Use effective oral and written communication skills;
- Use effective interpersonal skills using tact, patience and courtesy;
- Make appropriate referrals and facilitate access to both private providers and community health resources;
- Work cooperatively with students, staff and faculty from diverse backgrounds;
- Operate a computer and assigned software;
- 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.

CONTACTS: Co-workers, community health agencies, private physician's offices, hospitals, clinics, Risk Manager, police and patients.

PHYSICAL DEMANDS: 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 must be able to lift, carry, push and pull materials weighing up to 40 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with constant interruptions, call-outs, moderate noise levels, controlled temperature conditions; and direct exposure to hazardous category one in blood borne exposure; potential exposure to blood or body fluids, infectious diseases, puncture wounds and workplace violence; use of gloves, gowns, masks, goggles as dictated by protocols are required as standard precautions. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.