

**COLLEGE HEALTH REGISTERED NURSE**

**BASIC FUNCTION**

Provides clinical nursing care to students; assesses physical and mental health of patients; collaborates with physicians and other health professionals to prepare a comprehensive patient care plan; responds to emergencies and performs crisis intervention.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned area supervisor. May provide lead direction to temporary staff and/or student workers

**CLASS CHARACTERISTICS**

This classification in the Nursing series is responsible for independently performing nursing care for patients. Employees regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to evaluate and make determinations on the appropriate level of nursing care required in specific situations. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Receives students with scheduled appointments; prepares paperwork and pre-exam procedures; processes insurance paperwork; answers billing inquiries; acts as an advocate in resolving any problems within area of responsibility that may develop.
2. Provides nursing care; collaborates with physicians and other health care professionals to prepare a comprehensive patient care plan and resolve health issues, problems, and illnesses as appropriate.
3. 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.
4. Responds to emergencies; differentiates between medical non-emergency and emergency cases; provides first aid; takes appropriate actions according to established protocols.
5. Provides crisis intervention for students and staff.
6. Conducts assessments of patients including case histories, vital signs, visual acuity, mental status, hearing acuity, and other screening tests; documents related information.
7. 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.
8. 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.
9. Dispenses medications and administers immunizations and TB tests as appropriate, according to the clinic protocols.
10. Operates various medical instruments and equipment including thermometers, stethoscopes, and screening devices.
11. Acts as a resource person regarding matters related to campus health and safety; provides classroom orientations on student health services provided.
12. Assists in procedures concerning the handling of contaminated items and materials.
13. Participates in District-provided in-service training programs.
14. Performs other related duties as assigned; specific duties not listed does not exclude them for this

classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of nursing care.
2. Current nursing and community health principles.
3. Clinical and medical protocols.
4. Methods and techniques of assessing individuals for health purposes.
5. Public health matters such as epidemiology, communicable diseases, psychological trends, and other health issues, prevention, and control.
6. Practices and procedures involved in the establishment and implementation of treatment and therapeutic plans for common illnesses, injuries, and mental health crises.
7. Health issues common to the community college population.
8. Community health referral resources.
9. First aid and CPR practices.
10. Crisis intervention methods and techniques for a diverse range of situations.
11. Clinical safety rules and regulations including the proper handling and disposal of hazardous waste materials.

### **Ability to:**

1. Provide nursing assessments and care to evaluate the physical and mental health needs of patients.
2. Implement treatment or therapeutic plans as appropriate, following policies, procedures, and physician orders.
3. Assess individuals and triage treatment options.
4. Perform phlebotomy for ordered laboratory.
5. Provide appropriate emergency response and crisis intervention.
6. Understand technical and medical terminology.
7. Maintain records and prepare reports.
8. Analyze situations accurately and adopt an effective course of action.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
11. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
12. Communicate effectively in the course of performing work tasks.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

### **Education and Experience:**

An associate's degree in nursing and five (5) years of clinical nursing experience, which may include emergency room, critical care, and/or public/family health; or an equivalent combination of education, training, and/or experience.

### **Licenses and Certifications:**

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. Possession of a valid California Registered Nurse license, which must be maintained throughout employment.
3. Possession of a valid CPR certificate, which must be maintained throughout employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard health clinic setting and use standard medical office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally 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. Employees in this classification occasionally 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/or pull materials and objects up to 40 pounds with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

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 upset individuals when interpreting and enforcing departmental policies and procedures.