CLASS SPECIFICATION
Nurse

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under direction, provides professional nursing care and health services to District students and staff; manages, supervises and oversees the functions of the District’s health centers; identifies and treats health disorders, provides instruction in the maintenance of good health and disease prevention and refers students and staff to other resources as appropriate; ensures compliance with state laws and regulations, District policies and health program protocols; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Nurses are responsible for providing professional nursing care and health services to District students and staff. Incumbents are responsible for managing, supervising and overseeing the functions of the District’s health centers and serving as health educators and advocates for students, staff and the community. Incumbents make independent nursing assessments, diagnoses and evaluations in the clinic and on campus regarding injuries and illnesses and provide first aid, emergency care or crisis intervention to students and staff in accordance with state and District nursing laws and regulations and protocols. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Manages, supervises and oversees the functions of the District’s health centers; formulates and implements semester objectives and goals and event calendars by anticipating clinic and patient needs; instructs, observes and monitors work study students for accuracy and adherence to clinical rules and regulations; performs inventories of medical and office supplies; catalogs, selects and orders supplies and maintains an adequate inventory of medical and office supplies; prepares rooms, maintains medical equipment and documents the cleaning and sterilization of equipment and clinical areas to ensure proper organization and cleanliness of the health centers; stocks supplies and verifies expiration dates; ensures proper disposal of hazardous materials and waste; assembles and maintains an accessible emergency bag for immediate care; directs and coordinates infection control programs and advises and consults with appropriate personnel.

2. Provides professional nursing care and health services to students and staff; makes independent nursing assessments, diagnoses and evaluations in the clinic and on campus regarding injuries and illnesses and provides first aid, emergency care or crisis intervention to students and staff in
accordance with state and District nursing laws and regulations and protocols; refers the more complex medical or psychological problems to emergency services or an appropriate healthcare provider; advises patients on health maintenance and disease prevention and provides referrals for cost effective appropriate care; orders, interprets and evaluates diagnostic tests to assess patient conditions, including blood pressure, blood glucose, cholesterol, tuberculosis, pregnancy, vision, vital sign and oximeter tests; supervises and anticipates needs and changes in patient’s condition by continuous monitoring of symptoms; modifies treatment plans according patient responses and conditions; distributes non-prescription medications to patients and advises patients of dosages and side effects; documents medication distribution; performs psychological crisis interventions utilizing District crisis prevention and intervention procedures and provides referrals for follow-up care.

3. Documents patients medical information, condition, treatment, advice and referrals on patients’ medical charts and maintains confidential patient medical records; prepares reports for student insurance, accident reports or tuberculosis results and maintains copies in patients charts.

4. Serves as a health educator and advocate for students, staff and the community; ensure quality patient care by consulting and coordinating with Student Health Services staff and community resources to assess, plan, implement and evaluate patient care; works with the community, faculty and physicians in health fair development; plans, coordinates and conducts outreach and educational health programs by soliciting donations of supplies and resources and participation of community members; plans, prepares and presents health tables, presentations and lectures to students on a variety of health and medical issues; advertises and promotes student health services events; maintains stock of current literature on a variety of health and medical topics; develops and promotes the Student Health Services website; serves as a technical resource for patients.

5. Develops, maintains and updates administrative and medical protocols for health center management and clinical guidelines; prepares educational materials, literature and grant requests; researches, develops and distributes local low-cost resource guides for medical and psychological services; develops and facilitates projects for nursing class instruction and college work study students.

OTHER DUTIES

1. Attends and participates in a variety of meetings, training sessions, seminars, workshops and conferences.

QUALIFICATIONS

Knowledge of:

1. Modern medical terminology, equipment and diagnostic methods and techniques.

2. Principles and techniques of performing standard and emergency healthcare and nursing assessments.

3. Accepted testing techniques for blood pressure, blood glucose, cholesterol, tuberculosis, pregnancy, vision, vital signs and oxygen levels.

4. Use and side effects of various medications.
5. Current nursing principles, practices, techniques and equipment.
6. Local communicable diseases and their precautions, treatments and side effects.
7. Federal, state and local laws, codes, rules, regulations and court decisions applicable to nursing functions for a community college.
8. Accepted methods and principles of personal hygiene, health maintenance and disease prevention.
9. Public health agencies and local health care resources available to District students and staff, including current cost of medical and dental services in the local area.
10. Appropriate safety precautions and procedures.
11. Research methods and data analysis techniques.
12. Principles and practices of public administration for purchasing and maintenance of public records.
13. Principles and practices of sound business communication.
14. Standard business software, including word processing and spreadsheet programs.

Ability to:
1. Perform specialized duties related to the health and medical care of community college students and staff.
2. Assure compliance with established federal, state and District program performance standards and protocols in areas of assigned responsibility.
3. Prepare and deliver oral presentations regarding health and medical issues.
4. Identify health and medical needs and recommend appropriate care and services.
5. Screen patients for vision, hearing and other medical problems.
6. Counsel and provide health related information to patients.
7. Appropriately respond to medical emergencies while in the office.
8. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
9. Interpret, apply, explain and reach sound decisions in accordance with District and department policies, procedures and labor contract provisions.
10. Communicate clearly and effectively, both orally and in writing.
11. Prepare clear, concise and accurate reports, correspondence and other written materials.
12. Operate a computer using word processing and other business software and other standard office equipment.

13. Organize and maintain specialized files.


15. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and patient situations.

16. Establish and maintain effective working relationships with other District management, staff, faculty, administrators, students, community health care providers and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in nursing or a closely related field; graduation from an accredited nursing program; and at least one year of progressively responsible experience as a Registered Nurse; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

Current, valid California State license as a Registered Nurse.

Current, valid CPR and First Aid certification.

A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work
under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, staff, faculty, administrators, students, community health care providers and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.