

## **HEALTH SERVICES SENIOR NURSE**

### **DEFINITION**

Under direction, provides a wide range of professional nursing services to students, staff and others in support of a college health service program, including services that require knowledge of public health practices; assists in the planning and implementation of college health service activities through cooperation with appropriate medical authorities; monitors the effectiveness of program activities and services; provides training to staff and others pertaining to first aid, child care, and other health practice areas; serves as a resource regarding student health management strategies, problems and concerns; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the second full working level class in the Health Services Nurse Series within the Yosemite Community College District (YCCD). An incumbent of this class must be a Registered Nurse in the State of California and must also have a Public Health Nurse Certificate. Incumbents at this level provide a wide range of standard nursing services typically associated with a health clinic setting, including the most complex nursing duties that require knowledge of public health nursing issues as they apply to an educational institution.

This class may be distinguished from the lower level class of Health Services Nurse because incumbents in that class, require less patient care experience and need not possess a valid California Public Health Nurse Certificate.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees on a regular basis.

### **ESSENTIAL DUTIES**

- Coordinates and performs a wide range of professional nursing duties in support of a college student health services program.
- Provides first aid and urgent treatment for illnesses and injuries suffered by students, staff and others; calls and coordinates with emergency personnel if necessary.
- Provides nursing services in a health care clinic setting; performs a nursing assessment of the health situation; takes and records vital signs; performs basic blood and urine screenings for glucose, Hbg,

pregnancy and other issues as indicated; provides appropriate referrals to other services as appropriate; maintains a liaison with social service and/or health service agencies to follow-up on referrals.

- Provides immunizations, tuberculosis screenings, vision/hearing tests and other services for eligible students and staff; provides employment-related and/or allied health program screenings as assigned.
- Provides counsel, guidance and treatment to students regarding their physical, emotional and/or social issues, problems and concerns; provides health information and instruction regarding nutrition, diet, social issues, communicable diseases, and other matters.
- Oversees the collection, organizing, analysis and maintenance of student health information in both automated and manual data management systems; provides data and information to students and staff in accordance with laws, regulations and District policies.
- Meets, confers and counsels with students, staff and others regarding alternative solutions to student health issues, problems and concerns.
- Coordinates and performs research activities in an effort to determine the effectiveness of health service programs.
- Assists in the planning, development and implementation of strategies to provide for health service emergencies.
- Assists in identifying health service program needs; participates in the development of health instructional programs and campaigns.
- Establishes and maintains a variety of records and files pertaining to student health services; documents student clinic visits and other services provided; may prepare and present management reports regarding health service functions and activities.
- Coordinates special health-related activities, programs and events; advises groups regarding proper procedures and administrative requirements; helps with publicity and other preparatory activities; ensures that programs/events comply with policies, laws and other requirements.
- Assists medical staff during scheduled physician clinics.
- Attends meetings; may participate on committees and/or task forces.
- Performs other related duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in an indoor health care clinic setting. Travel between campuses may be required.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

#### **Knowledge of:**

- Principles, practices, methods and procedures of public health nursing, health promotion, and disease prevention and control.

- General nursing principles, practices and techniques, including assessment, patient care planning and delivery, patient education, and evaluation of outcomes.
- Medical terminology and equipment.
- Nursing routines and protocols specific to area of assignment.
- Principles and techniques of drug administration, and uses and effects of medications.
- Principles, practices and techniques of safety and infection control.
- Laws, rules and regulations governing the practice of public health nursing.
- Community medical and social agencies and resources.
- Environmental, sociological and psychological problems affecting public health nursing.

**Ability to:**

- Independently plan, organize and implement public health nursing activities.
- Assess community, individual and family health needs and problems.
- Develop and implement patient care plans and/or referrals.
- Administer medications, perform skilled nursing treatments and procedures, and adapt nursing skills to various environments and situations.
- Apply teaching principles and provide education and counseling.
- Exercise sound independent judgment within scope of authority and practice.
- Prepare and maintain organized, detailed and accurate medical records.
- Collaborate with other members of the health care team on an ongoing basis.
- Demonstrate sensitivity to the effects of culture and ethnic background on health issues.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work in, and with individuals from, various cultural, physical, behavioral and environmental settings.

**Licenses and Certificates:**

- Possession of a valid California license as a Registered Nurse.
- Possession of a valid California Public Health Nurse Certificate.
- Possession of current and valid certificates in CPR and first aid.
- Depending upon assignment, a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, clinic materials and equipment weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; ability to deal with clients during difficult times frequent contact with others including substantial public contact.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Possession of a bachelor's degree from an accredited college or university, with major course work in nursing, health science or a closely related field.
- Experience: Five years as a Registered Nurse in a hospital, medical office, nursing home or other clinical setting, that included the direct delivery of preventative and treatment care services.

**Special Requirements:**

- None

*Class Adopted: 03/01/09*

*Class Amended: 07/01/23*