

HEALTH SERVICES NURSE**DEFINITION**

Under general supervision, provides a wide range of professional nursing services to students, staff and others in support of a college health service program; 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 first 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, but duties do not require possession of a Public Health Nurse Certificate. Incumbents at this level provide a wide range of standard nursing services typically associated with a health clinic setting.

This class may be distinguished from the higher-level class of Health Services Senior Nurse because incumbents in that class, in addition to having more patient care experience, must be licensed as a Registered Nurse in California and must possess a valid California Public Health Nurse Certificate. Based on required education and experience, a Health Services Senior Nurse is expected to coordinate and perform the most complex nursing duties that require knowledge of public health nursing issues as they apply to an educational institution.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a manager or senior manager, working alone on routine or regular work assignments and checking with a supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES

- 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, Hgb, 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.
- Collects, organizes, analyzes and maintains 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.
- 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.
- Assists medical staff during scheduled physician clinics.
- Attends meetings; may participate on committees and/or task forces.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, 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.

Education and Experience:

- **Education:** Possession of an associate's degree from an accredited college or university, with major course work in nursing, health science or a closely related field.
- **Experience:** Three 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.

Knowledge of:

- Principles, methods, techniques, strategies, and trends in professional nursing.
- Nursing practices in a college health service.
- Applicable health appraisal methods, techniques, and procedures.
- Social service and health service agencies in the local area.
- Social, emotional, and behavioral characteristics of student clients.
- Health services program evaluation and research techniques, strategies, and procedures.
- Curricula and instructional programs pertaining to student health education.

Ability to:

- Provide professional nursing services to students with health issues, problems, and related concerns.
- Effectively work with College and District personnel, parents, social services, and health service agencies in resolving student health problems and concerns.
- Understand and carry out oral and written directions with minimal accountability controls.

- Effectively participate in the planning and implementation of health instructional processes.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of the work.

LICENSES AND CERTIFICATES:

- Possession of a valid California license as a Registered Nurse.
- 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.

TYPICAL WORKING CONDITIONS

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

Class Adopted: 03/01/09
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