

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 105

CLASS TITLE: STAFF NURSE

BASIC FUNCTION:

Under the direction of an assigned manager, plan, organize, and coordinate the day-to-day activities of Health Services; provide clinical nursing care; assist in directing clinical operations and activities; train and provide work direction to clinical personnel as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

- Plan, organize and coordinate the day-to-day activities of Health Services; assist in developing and revising policies, procedures, orientation materials and materials for Health Services programs, activities and employees; collaborate with College clinicians to provide relevant medical and psychological services.
- Provide nursing care; collaborate with College clinicians to develop therapeutic plans and resolve health issues, problems and illnesses as appropriate.
- Follow the Nursing Process: conduct assessments of patients including case histories, vital signs, visual acuity, mental status etc.; document related information.
- Respond to emergency calls and take appropriate action according to established protocols.
- Train and provide work direction to clinical personnel as assigned including specific clinical operations and activities; provide input regarding the selection of new employees; provide feedback to management regarding work performance of clinical personnel; participate in the scheduling of Health Services personnel.
- Provide education related to communicable diseases such as TB, hepatitis, HIV/AIDS, sexually transmitted infections and general diseases and medical conditions; utilize phlebotomy skills in the collection and preservation of lab specimens; reconcile and maintain records concerning specimens and related results and follow-up activities.
- Serve as a technical resource to personnel, patients and others concerning nursing functions, activities and related services; respond to inquiries, resolve issues and conflicts and provide information concerning related laws, rules, regulations, practices and procedures.
- Prepare and maintain a variety of records, reports and files related to clinical activities, examinations, assessments and assigned activities; prepare and maintain cumulative health records.
- Communicate 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.
- Operate a variety of medical instruments and equipment including thermometers, stethoscopes, lab instruments, AEDs and screening devices; drive a vehicle to conduct work.
- Maintain inventory of drugs, immunizations and supplies and order supplies as needed.
- Maintain confidential student health records.
- Perform related duties as assigned.

August 2006

Updated 8/26/11ng; Revised 9/6/11ng. CSEA Approved 11/09/11 lm

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Application of the Nursing Process, which includes assessment, diagnosis, planning, implementing, and evaluating outcomes for medical and mental health issues.
- Principles and practices of nursing care, including knowledge of first aid and emergency interventions.
- Principles and practices of training and providing work direction to others.
- Public health matters such as epidemiology, communicable diseases, psychological trends and other health issues.
- Practices and procedures involved in the establishment and implementation of treatment and therapeutic plans for common illnesses, injuries, and mental health crises.
- Record-keeping techniques.
- Oral and written communication skills.
- Applicable laws, rules, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Technical aspects of field of specialty.

ABILITY TO:

- Lift 50 (fifty) pounds to assist lifting/moving patients or emergency equipment.
- Plan, organize and coordinate the day-to-day activities of Health Services.
- Provide nursing assessments and care.
- Implement treatment or therapeutic plans as appropriate, following policies and procedures
- Train and provide work direction to assigned staff.
- Evaluate physical and mental status of patients.
- Make decisions regarding appropriate care for patients and the need for contacting a clinician.
- Understand technical and medical terminology.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Educate patients and others regarding communicable diseases.
- Maintain confidential records and prepare reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations and adopt and effective course of action.
- Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

Any combination equivalent to an Associate's Degree in Nursing and a minimum of three years of clinical experience.

PREFERRED QUALIFICATIONS:

Three years of active employment in urgent care or emergency services.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Registered Nurse license.
- Valid CPR certificate.
- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.
- Any provisional offer of employment is dependent upon the candidate's successful completion of their fingerprint clearance prior to the start of employment. Additionally, the cost of the fingerprint clearance will be borne by the candidate.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and assess behaviors.
- Dexterity of hands and fingers to operate medical instruments, a computer, and to assess patients and perform procedures.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or moving patients and equipment as needed.
- Bending at the waist, kneeling or crouching.
- Ability to perform CPR.

Reasonable Accommodation shall be provided as required.

HAZARDS:

Exposure to communicable diseases and bloodborne pathogens.