

MT. SAN ANTONIO COLLEGE
Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS
**This form is used to gain approval prior to recruiting for a position.

Instructions for completing this form are located on the back.

Position: _____

Department: _____

Time (FTE): _____ Term (months/year): _____

Work Schedule (Days, Hours): _____

Salary Schedule (Range): _____

Background and Rationale (use back of form if additional space is needed): _____

_____ will allow us to enhance the delivery of student-patient centered care.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): _____ % Amount \$ _____
Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature _____ Date _____

4. Human Resources Signature _____ Date _____

2. Division Vice President Signature _____ Date _____

5. Vice President, Human Resources _____ Date _____

3. Chief Compliance/Budget Officer Signature _____ Date _____

☐ Funding available ☐ Funding not available Position Number: _____ Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO _____ Date _____

Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): _____
Last day of employment: _____
Reason for vacancy: _____
(Attach **Existing** Job Description)

Newly Funded Position Fiscal Year _____
No Existing Job Description
(Attach Draft of **New** Job Description)

☐ Classified Confidential
☐ Supervisory Administrative

**For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

REGISTERED NURSE PRACTITIONER

DEFINITION

Under the guidance of physician-approved standardized procedures and guidelines, performs routine medical and mental health examinations; diagnoses common medical conditions and develops treatment plans; educates and counsels patients regarding matters pertaining to their physical or mental health; provides related clinical services; assists in the prevention, detection, and correction of health related problems; refers patients to outside agencies for on-going health care needs; prepares and maintains a variety of health records, files, and reports; acts as liaison to facilitate the relationship of patients with resources of the District and community agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Student Health Services. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for performing a variety of nursing care and treatment of patients. Work requires strong communication skills and knowledge of educational and community resources available in the larger community. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from the Staff Nurse by requiring a Master's degree and a Registered Nurse Practitioner license and by providing primary care services.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides clinical services to patients and coordinates the daily activities of hourly staff and student workers.
2. Performs medical and psycho-social assessments, interprets diagnostic data, determines diagnosis, and develops treatment plans for acute, episodic illnesses, injuries, etc. in accordance with established, physician-approved standardized procedures and guidelines.
3. Provides instructions to patients, orally and in writing, regarding findings, plans of care, instructions for self-care, and follow-up recommendations.
4. Oversees the delivery of clinical services on a day-to-day basis, including the scheduling of hourly staff and student workers, monitoring of daily events, etc.
5. Participates in the inventory, ordering, and maintenance of clinical supplies, equipment, and pharmaceuticals.
6. Assists the Director in researching current health trends and practices, as well as, developing and maintaining clinical protocols in accordance with current standards of care.

7. Serves as a resource and liaison for the college community on issues of health promotion, including health education presentations, resource material development, organizing outreach activities, and committee membership.
8. Gathers data on a regular basis to determine campus trends and needs, and to recommend program modifications in response to identified needs.
9. Establishes relationships with community health providers for the purpose of serving as referral agencies.
10. Evaluates, maintains, and updates a variety of health-related records and files.
11. Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.
12. Provides referral information and assistance to patients related to local health and social service providers.
13. Provides health related information to health care and social service providers as requested.
14. Maintains a clean and orderly environment to ensure the health and safety of students.
15. Performs general clerical duties, including answering phones, inventory, ordering, and distributing medical and office supplies and equipment, copying, filing, recording data, and other support.
16. Maintains accurate records of activities and services provided.
17. Attends a variety of meetings and training sessions as required.
18. Learns and applies emerging technologies, to perform duties in an efficient, organized, and timely manner.
19. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
20. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
21. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
22. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
23. Prepares and delivers oral presentations related to assigned areas as required.
24. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Current principles, practices, methods, and techniques in the field of medicine.
3. Causes, treatment, and medical aspects of psychological problems.
4. Environment, ethics, and special human relationships in the field of medicine.
5. Role of various health care professionals.
6. Medications and their desired effects, side effects, and complications of their use.
7. Basic laboratory procedures.

8. Various preventive and early diagnostic techniques; common medical conditions and the procedures involved in treatment and diagnosis of these conditions.
9. Community resources and current trends and concepts, ethics and legal matters pertaining to medical practice and mental health issues.
10. Communicable disease epidemiology, prevention and control in accordance with recommendations from local and State public health departments, and the Centers for Disease Control.
11. Health issues common to the community college population.
12. Basic first aid, CPR, and health assessment techniques.
13. Purposes, uses, and operating characteristics of a variety of equipment and supplies used in medical operations.
14. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility for example Health Insurance Portability and Accountability Act (HIPPA).
15. District organization, functions, rules, policies, and procedures applicable to assigned areas of work responsibility.
16. Modern office practices, methods, and computer equipment and applications related to assigned work.
17. Basic principles of record keeping and file maintenance.
18. English usage, spelling, vocabulary, grammar, and punctuation.
19. Techniques to communicate effectively when interacting with community agencies and individuals of various ages, disabilities, and socio-economic groups, and when representing the District in contacts with the public.
20. Techniques for providing a high level of customer service by effectively dealing with the parents, students, and District staff.

Skills & Abilities to:

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Diagnose medical problems, assess mental health problems, and perform therapeutic procedures to address problems, including referrals to appropriate providers.
5. Conduct physical examinations.
6. Collect, organize, record, and communicate data relevant to health assessments, including medical history and physical examination.
7. Interpret diagnostic tests.
8. Perform basic laboratory tests including microscopy, phlebotomy, PPD skin tests, pregnancy tests, urinalysis, etc.
9. Maintain medical records as per current legal requirements.

10. Work responsibly with physicians and other members of the medical and mental health team.
11. Develop medical and mental health treatment plans to meet the needs of patients.
12. Instruct and counsel patients on health matters.
13. Recognize adverse signs and symptoms and react swiftly in emergency situations.
14. Operate medical equipment.
15. Write clear and concise health reports.
16. Administer first aid, CPR, and routine and emergency treatment procedures.
17. Understand, interpret, and respond with courtesy and sensitivity to the needs of patients from culturally and linguistically diverse backgrounds.
18. Implement a variety of activities related to health education programs; establish and maintain relationships with diverse community groups.
19. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
20. Operate modern office equipment including computer equipment and software programs.
21. Organize own work, set priorities, and meet critical time deadlines.
22. Use English effectively to communicate in person, over the telephone, and in writing.
23. Understand scope of authority in making independent decisions.
24. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
25. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to a Master's degree in Nursing or related field from a regionally accredited college or university, and
2. Three (3) years of experience in a health care setting or private practice.

Desirable Qualifications:

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

1. The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
2. Possession of a valid California Board of Registered Nursing license to practice as a Nurse Practitioner with a specialty in family or adult care.
3. Possession of a valid California furnishing number issued by the Board of Registered Nursing.
4. A current Basic Life Support certificate issued by the American Heart Association.

PHYSICAL DEMANDS

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; to operate a motor vehicle to visit District sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is 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. Incumbents in this classification frequently 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 pull materials and objects up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents 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 when rendering first aid, CPR, or treating patients. Incumbents may interact with individuals when interpreting and enforcing departmental policies and procedures.

Amended: 7/2023

To: Tom Mauch, Associate Vice President, Student Services

From: Jamie Solis, Director, Student Health Services

RE: Justification of need for Nurse Practitioner

Please accept this memo justification for the Nurse Practitioner position within Student Health Services.

Mt. SAC serves diverse student populations with a wide range of health needs. A nurse practitioner (NP) can provide primary healthcare services, addressing common health concerns such as program physical examinations, minor illnesses, injuries, vaccinations, first aid and chronic condition management. This ensures that students have access to quality healthcare services on campus, promoting their overall well-being.

A nurse practitioner can provide immediate and accessible healthcare, reducing the need for students to miss classes or appointments due to healthcare-related issues. This leads to improved academic performance and retention rates, as students can receive timely care and advice for their health concerns without leaving the campus.

Student Health Services charges a student health fee to all students. Health services provides services to enrolled students on campus to provide health services for a variety of health care needs. Most student need a higher-level provider to diagnose and write prescriptions since our registered nurses cannot do this in their registered nurse licensure, we currently do not have a nurse practitioner in health services but do employ 2 Medical Doctors 2 days a week at 4 hours a day as professional experts. Having a doctor 2 days a week at four hours per day is not sufficient to perform program physical examinations for all the allied health programs on campus as well as serve our general population for their day to day needs. We have a wait list currently for our students to get an appointment with one of our doctors since we do not have a mid-level provider which would be a nurse practitioner. A nurse practitioner is much less expensive than a Medical Doctor and can provide a similar level of service to meet the needs of our students. This is a critical role in the health center's operations and would allow the health center to serve more student's needs. For many Mt. SAC students this is their only means of health care. In our current model there is a deficiency, the addition of a nurse practitioner would correct the deficiency. We need a permanent nurse practitioner to address the daily needs of our students.

MT SAN ANTONIO COLLEGE SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	TITLE	FUND	FY 23-24 Nov-Jun (8 M)	FY 23-24 Jul-Jun	Funding Source/Comments
Proposed New Positions							

1.000	UA	77	Medical Assistant	39000	74,377	114,265
1.000	UA	126	Registered Nurse Practitioner	39000	112,770	173,774
			Savings after Restructuring	39000	51,270	78,856
					238,417	366,895

*Proposed to fund by eliminating CA9641,
CA9767 and CA9646*

Funding Sources Details

CA9641	1.000	UA	105	Staff Nurse	39000	94,008	144,693	<i>Health Services Fund</i>
CA9767	0.800	UA	69	Administrative Specialist I	39000	55,761	85,614	<i>Health Services Fund</i>
CA9646	0.800	UA	124	Mental Health Clinician	39000	88,648	136,588	<i>Health Services Fund</i>
						238,417	366,895	

Assumptions: New Positions include 4.11 % salary increase for CSEA262 employees as approved by the Board of Trustees on September 13, 2023. It also includes Health and Welfare for Two-party.