



Human Resources
POSITION DESCRIPTION (HR 120)

CLASSIFICATION: Registered Nurse II
WORKING TITLE: Registered Nurse

DEPARTMENT: CH&W - Health Services
FLSA: Exempt
INCUMBENT:

PURPOSE:

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

Under the general supervision of the physician or nurse practitioner, the incumbent provides the basic professional nursing care duties and performs specialized nursing functions using the skills and knowledge acquired from experience or additional educational preparation.

DUTIES AND RESPONSIBILITIES:

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

Daily

90%

- Provides triage assessment of the ill and injured patient by obtaining episodic histories, vital signs, allergies and medication regimen. Assists in the treatment and discharge plan.
- Records and reports obvious patient problems, symptom reactions and behaviors.
- Assists in minor surgical procedures and examinations.
- Administers medications, injections, immunization, under the direction of the physician, nurse practitioner or physician assistant. Educates the student on proper use of medication, the desired effects, and common side effects.
- Dispenses medications as ordered by the physician, nurse practitioner or physician assistant.
- Complies with OSHA and risk management protocols including Infectious Disease prevention such as sharps management disposal and use of personal protective equipment.
- Maintains and documents proper storage of all medication, as demonstrated by a daily log of refrigerator temperatures.
- Maintains and orders supply of medications including immunizations and vaccines.

OTHER JOB FUNCTIONS

As Needed

10%

- Under general supervision, performs specialized nursing functions such as, but not limited to, triage and family planning.
- Uses specialty skills and knowledge acquired from experience and thorough advanced training to assist in the implementation of services, policies and procedures.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Two years of progressive professional nursing experience which has given evidence of ability to work independently in specialized nursing activities and to support the overall nursing program within the Student Health Center.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS (by date of hire):

- Possession of a valid and current license as a Registered Nurse in the State of California (renewed every two years).
- Completion of Associate Degree or Bachelor’s Degree in Nursing from an accredited nursing degree program.
- Current basic life support CPR/AED certificate.

REQUIRED QUALIFICATIONS (SKAs):

- Thorough knowledge of professional nursing principles, methods and procedures; medical terminology and equipment; and uses and effects of medicines and narcotics.
- Demonstrated experience with triage assessment either in an emergency room or urgent care setting.
- Ability to apply nursing knowledge and techniques; observe and record or respond with therapy to reactions, symptoms, and behaviors; keep records and prepare reports; gain the interest, respect and cooperation of patients; work cooperatively with staff, faculty, students and others; and analyze emergency situations accurately and to take prompt action.

- Good oral and written communication skills; demonstrated intermediate or advanced computer skills; knowledge and understanding of the health needs of young adults.
- Excellent interpersonal skills; ability to listen effectively, analyze complex situations accurately, and determine appropriate action and proper techniques;
- Demonstrated ability to effectively communicate with patient at the level of their medical knowledge and provide clear instructions.
- Ability to operate equipment such as EKG, spirometry and audiogram machine.
- Ability to operate safety engineered injection needles and sharps.
- Ability to operate automated blood pressure apparatus and digital thermometers.
- Ability to administer CPR, operate the AED and other emergency measures.
- Ability to apply splints to upper & lower extremities.
- Ability to accurately and expediently enter patient data in the electronic health record.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

SPECIAL CONDITIONS:

- Must be able to transfer patient from exam table to wheelchair.
- Must be able to lift things weighing up to 15 pounds.
- Must be able to visually discern between colors for diagnostic purposes.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Weekly schedule may change based on operational needs.
- Must be able to work occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to maintain staff/client confidentiality and deal with individuals who are difficult, angry and under extreme emotional stress.
- Exposure to sick and injured public.
- Must be able to respond quickly to persons needing immediate attention.
- Must be able to successfully pass a pre-employment background/fingerprint check.