

## San Bernardino Community College District

### COLLEGE NURSE

#### **Definition**

This is a faculty position under the supervision of the Student Health Services Coordinator. The College Nurse performs routine and specialized nursing care in areas of health screening and prevention, health assessment, treatment and health education.

#### **Examples of duties:**

1. Assists the coordinator with the planning, development and implementation of the campus health services program.
2. Employs a system of triage, identifying symptoms and making independent nursing judgments regarding illness and injury.
3. Provides basic first aid and initial emergency care intervention utilizing EMS when necessary.
4. Performs health-screening tests requiring specific expertise and licensing including but not limited to audiograms and vision screening.
  - Reviews test results
  - Consults with the appropriate health care professional regarding additional testing and/or referrals as needed
  - Makes referrals for additional testing and follow-up
5. Works with consulting physician and nurse practitioner in performing specialized medical procedures as may be required and legally permitted within the limitations of the health services plan and standing orders. These procedures include but are not limited to phlebotomy, assisting with PAP tests, assisting with minor incision and drainage, wound care, application of splints and compression wraps, performing waived laboratory tests, administration of immunizations, and more.
6. Counsels students on a one-to-one basis for immediate problem solving and/or development of an individual health plan. This plan may include acquainting the student with private or community-based resources through which additional assistance may be obtained.
7. Provides crisis intervention for the campus community as outlined in the Valley College, Crisis Intervention Plan.
8. Assists coordinator with health education programs on a broad range of health and wellness issues including student health services. Organizes monthly health education programs and events. Develops a monthly newsletter "Health Talk," and assists in the coordination of the annual student health fair. Facilitate groups/classes on a variety of health promotion issues. Content areas may include but are not limited to weight management, decreasing risk factors for disease/injury, substance and alcohol abuse, smoking cessation, STD prevention, birth control, stress management, communicable diseases, and other similar topics.
9. Assists in organizing and maintaining a variety of confidential health records and files related to routine health care, student insurance, liability, and accident reports.
10. Assists in analysis of data collected from daily documentation, surveys, student learning outcomes and other sources. Utilizes data analysis to plan ongoing health services, prepare written reports, contribute to grant proposals and document the changing health need of our population.
11. Maintain adequate levels of stock medication, medical and surgical supplies and manages and monitors the maintenance and upkeep of all medical equipment.
12. Assists coordinator in collecting data required to complete all necessary reports.
13. Provides work direction and training to unlicensed staff and others as designated by the coordinator.

14. Serves as a liaison between the college and community-based referral agencies.
15. Assists in the review and updating of policies, procedures, protocols and referral resources.
16. Serves as a two-way communications link between Student Health Services and the college administration in the absence of the coordinator.
17. Acts as a resource person regarding matters related to campus health and safety; also acts as a catalyst to bring about positive changes.
18. Performs other duties as assigned.

**Minimum Qualifications:**

- Possession of valid license as a Registered Nurse in the State of California
- Bachelors Degree from an accredited institution in Nursing, Health Science, or a related field
- Public Health Nurse Certificate
- Two years of experience in professional nursing within the last five years
- Current Certification of CPR with AED instruction
- Valid and appropriate California Driver's license

**Knowledge Skills and Abilities:**

Knowledge of college, community or ambulatory care; patient teaching, health counseling, and health education; Standards of Nursing Practice and California Nursing Practice Act; basic laws and regulations pertaining to health services; communicable disease and immunization requirements.

**Working Conditions:**

Health Services environment may produce exposure to unpleasant and hazardous medical conditions and communicable disease. Must be able to lift equipment weighing up to 50 lbs, knee on the ground for medical emergencies, squat, bend, and reach. Must have dexterity of both hands and fingers. Must have acuity of vision and hearing.