JOB SUMMARY.

Responsible for providing leadership, planning, and evaluation of the Health Services Department, including administering the program as a non-profit center, developing and administering budgets, developing and implementing policies and procedures, and providing advanced nursing care and follow-up when necessary. Maintains liaisons with health-related partners and health care facilities.

DISTINGUISHING CHARACTERISTICS.

The Director, Health Services is a stand-alone classification and is distinguished from other directors by its responsibility for providing leadership and direction for the College’s Health Services programs.

ESSENTIAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.

2. Collaborates with internal departments and external agencies to evaluate and interpret Federal, State, and local regulations, policies, and procedures, evaluating needs, options and funding requirements.

3. Plans, organizes, directs and controls the activities, services and operations of the overall Health Services program, including student health and wellness services, employee and wellness health services and initial employee workers’ compensation; allocates personnel and resources to optimize departmental efficiency and effectiveness.
4. Directs the health services function in terms of developing the annual implementation plan for each center and clinic and for administering Health Services program components including medical clinics, nursing clinics, pharmacy drug distribution, mental health counseling, health promotion and instruction, emergency care and crisis intervention and community health programs.

5. Administers the Health Services program as an autonomous non-profit center; negotiates contracts with vendors, physicians and with the California Department of Public Health; provides for cost-effective operations in each facility; establishes profit margins and assures Health Services operations and activities are within health fee revenues collected and identified in Title 5 of the California Code of Regulations.

6. Develops marketing plans and communications to promote health services programs; develops and promotes health instruction and awareness throughout the District for students, staff and faculty.

7. Prepares, submits and monitors the annual budgets for student health fees, student clinic fee for services, employee fee for service, community fee for service and grants; researches and approves expenditures for services, supplies and equipment according to established policies; maintains an adequate inventory of medical and information supplies, materials and equipment.

8. Develops and revises policies and procedures relating to the overall health and safety program of the District; develops innovative campus and community health programs in coordination with the overall District Strategic Plan, student services plan and state and Federal laws.

9. Maintains ongoing communications with staff, faculty, students and professional associations at the Federal, State and local level and the California Community Colleges Chancellor’s Office.

10. Assures health programs address the needs of diverse and multicultural populations.

11. Provides advanced practice nursing care and follow-up; provides supervision to Nurse Practitioners and Registered Nurses performing advanced level practice protocols, which include emergency crisis intervention, suicide counseling and guidance and advanced practice in specialty areas.

12. Provides communication on behalf of the District for the Department of Public Health and the Centers for Disease Control including prevention, regulations and recommendations for the prevention of communicable diseases; updates policies and procedures.

13. Provides leadership and direction in the area of technology, which includes medical equipment, computer, and software programs in order to meet the current standard of practice.

14. Coordinates with faculty to develop health education programs for the classroom.

15. Directs the development and administration of health physical exams for admission of students into the health, medical and public service programs of the District.

16. Provides select employee-required health screenings.

17. Oversees confidentiality of medical information to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA).

18. Identifies and procures sources of increased funding by establishing and maintaining partnerships in the community and working with the Palomar College Foundation.

19. Serves as a health care broker by maintaining relationships with community and private health resources and community emergency facilities to assure cooperative and efficient referrals to the community health care system and other community resources.
20. Plans and coordinates research projects related to areas of responsibility; prepares a variety of complex statistical and narrative reports related to functional areas.

Marginal Functions:

1. Attends mandatory professional conferences to remain current in the field in order to maintain medical and professional licensing.
2. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
3. Participates in shared governance through service on planning and/or operations committees and task forces.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Administrative and managerial principles and practices.
2. Clinical procedures and practices, including medical, nursing, and public health protocols.
3. Technical aspects of public health, medical and nursing care.
4. Marketing, budgeting, administration, public relations, negotiation and public speaking techniques.
5. Advanced technology in functional areas.
6. Advanced research methods and report writing techniques.
7. Budgeting principles and practices.
8. Policies and objectives of assigned programs and activities.
9. Public relations principles and practices, including the use of tact, patience and courtesy.
10. Community college organization, operations, policies, and objectives including accreditation through the Western Association of Schools and Colleges (WASC) and Federal and State agencies.
11. Applicable Federal, State, and local codes, laws and regulations including Education Code, Title 5 of the California Code of Regulations, Health and Human Services, Business and Professionals Code, and Cal/OSHA.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work and community.
5. Developing, administering and maintaining multiple restricted, designated and District budgets and participation in multiple community grants.
7. Communicating clearly and concisely, both orally and in writing.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills including complex medical and community health situations.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and exercising discretion.
13. Planning, coordinating, organizing, and directing the District’s Health Services programs.
14. Providing emergency and crisis care intervention to students, employees and visitors.
15. Administering appropriate health care treatment and referrals.
16. Developing, implementing, evaluating and revising procedures and guidelines related to assigned function.
17. Reading, interpreting, applying and explaining pertinent provisions of Federal and State regulations.
18. Working independently with little direction.
19. Preparing reports by compiling and organizing data from a variety of sources.

**Experience and Training Guidelines:**

**Experience:**

Five years of clinical nursing experience and two years of community college administration.

**Education/Training:**

Master’s degree in nursing.

**License and/or Certificate:**

Possession of: Licensure as a Registered Nurse; CPR and First Aid certifications; advanced medical and nursing practice certifications; possession of, or ability to obtain, an appropriate valid California Driver’s License.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Health center environment; exposure to computer screens, noise, electrical energy, toxins, medications, blood, body fluids, communicable diseases and lab materials/equipment; extensive contact with faculty, staff, and students.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties.