JOB SUMMARY:

Responsible for providing professional, advanced practice nursing care, health and wellness education, and community referrals to students and the college community; providing primary care in health and illness according to the adaptive self-care model, and during emergency situations; and serving as a lead to assigned classified and hourly Health Services staff.

DISTINGUISHING CHARACTERISTICS:

The Nurse Practitioner is distinguished from the College Health Nurse by its responsibility for providing advanced practice, professional-level nursing care within the scope of practice of a licensed Nurse Practitioner, and for its responsibility for serving as a lead to assigned classified and hourly Health Services staff.

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

1. Consults in-person and over the phone with students and the college community to assess physical, psychological, socioeconomic, and cultural needs; provides crisis intervention, health and wellness education and counseling; offers appropriate services and/or referrals; administers treatment intervention according to physician-approved process protocols and state laws for nurse practitioners.

2. Performs a variety of diagnostic tests and medical procedures; interprets lab work and test results; operates medical equipment; prescribes and dispenses over-the-counter and prescription medications.

3. Coordinates daily medical services and Health Services programs; leads, trains, and reviews and schedules the work of assigned classified and hourly Health Services staff; orients and performs proficiency testing of newly-hired nurses; assists in the coordination of operations in the absence of the Director of Health Services.

4. Establish and document the health care plan and prognosis using the SOAP (Subjective, Objective Assessment, Plan) format; evaluates the effectiveness of the plan; develops and maintains accurate, confidential medical records for Health Services patients and departmental, interdepartmental, divisional, and state-required documents and reports; performs Quality Assurance (QA) of all medical records, medical database entries, and operational functions.

5. Responds to on-campus emergencies; provides initial emergency care, advanced first aid, and crisis intervention.
6. Assists the Director in developing, revising, and maintaining clinical, quality assurance, and departmental policies, procedures, and protocols in accordance with current standards of care; researches current health trends and practices.

7. Participates in the selection, ordering, and cost containment of medical, laboratory, and pharmaceutical inventory and supplies and equipment.

8. Maintains an aseptic environment according to the District’s and OSHA recommendations.

9. Transports office and medical supplies, and pharmaceuticals to multiple worksites to maximize the efficiency of operations.

10. Serves as a resource and liaison for the college community on issues of health promotion which include preparing and delivering health- and wellness-related presentations; resource material development; organizes and participates in Health Services outreach activities; and supports the clinical education of nursing and other health sciences students.

11. Participates in on-going educational activities related to clinical knowledge and professional skills.

Marginal Functions

1. Performs all functions of the College Health Nurse.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Nursing principles, practices, and procedures.
2. General clinical ambulatory care, including acute, subacute, chronic, and minor emergency care.
3. Health assessment principles, practices, and techniques.
4. Health education methods and techniques.
5. Emergency response and advanced first aid principles, practices, and procedures.
6. Medical terminology and resources.
7. Factors related to safety, effectiveness, and cost in planning and delivery of client care.
8. Community health resources.
9. Applicable federal, state, public health, and local laws, codes, and regulations.
10. Wide variety of illnesses and injuries and their treatments and outcomes.
11. Tuberculosis testing and interpretation methods.
12. Health diagnostic testing equipment.
13. Universal precautions and blood borne pathogens.
15. Medical clinic operations.
17. Community-related infections, illnesses, and current public health issues.
18. Communicable disease epidemiology prevention and control principles and practices.
19. Principles and procedures of record keeping.
20. Modern office procedures, methods and equipment; including computers, and medical software.

**Skill in:**

1. Assessing, evaluating, and providing treatment for the physical and mental health needs of students and the college community.
2. Performing nursing duties independently in a clinical setting utilizing select advanced standardized process protocols.
3. Providing crisis intervention, health education, and counseling.
4. Performing diagnostic tests, including tuberculosis and on-site lab tests.
6. Documenting medical histories, nursing assessments, and nursing diagnoses for medical records.
7. Responding effectively to situations and incidents using independent judgment and decision-making skills.
8. Utilizing a computer and related software applications.
9. Leading, coordinating, and reviewing the work of staff in assigned area of responsibility.
10. Performing phlebotomy and prepares specimens for outside labs.
12. Operating a variety of medical equipment in a safe and effective manner including but not limited to stethoscope, sphygmomanometer, portable oxygen breathing equipment, and emergency care equipment.
13. Performing Quality Control for medical equipment.
14. Planning, organizing, and coordinating day-to-day medical clinic and wellness activities.
15. Administering immunizations and dispensing authorized medications.
17. Ordering medical and pharmaceutical supplies.
18. Operating an electric cart.
20. Communicating clearly and concisely, both orally and in writing.
21. Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

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

**Experience:**

Three years of progressively responsible professional advanced practice nursing experience.
Education/Training:
Master's degree in nursing or a related field.

Licenses/Certificates:
1. Possession of a valid, current California Board of Registered Nursing license.
2. Possession of a current, valid Nurse Practitioner certification with a specialty in family or adult care.
3. Possession of a valid California furnishing number issued by the Board of Registered Nursing.
4. Possession of a current federal Drug Enforcement Administration (DEA) number.
5. Possession of a valid, current Basic Life Support certificate issued by the American Heart Association.

WORKING CONDITIONS

Environmental Conditions:
Health center or clinic environment; exposure to: biohazardous waste, infectious and communicable diseases, computer screens, potentially hazardous chemicals, and stressful emergency situations. Position may require occasional travel to other District locations.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; visual acuity; repeated bending, light lifting and carrying; operating motorized equipment and vehicles.