GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HEALTH SERVICES NURSE **RANGE 45**

SUMMARY:

Under the direction of an assigned supervisor, provide nursing care and health assistance to students and staff through the Student Health Services Office.

ESSENTIAL FUNCTIONS:

Provide first aid and emergency nursing care for injured students/staff.

Assess, evaluate, treat, counsel and refer students with health problems.

Perform health/wellness and disease prevention counseling and education.

Assist with medical clinics and special health events/fairs.

Perform health tests and make appropriate referrals based on findings.

Perform diagnostic tests under medical direction and prepare lab specimens. Administer immunizations.

Assist in the preparation and maintenance of various reports and records regarding the student health program.

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Maintain currency of qualifications for area of assignment.

SECONDARY FUNCTIONS:

Assist in preparation and distribution of health promotion materials.

Plan and develop the health services program.

Obtain information for student accident and workers' compensation reports.

Monitor and order supplies as necessary.

Perform related duties as needed and assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern techniques and current practices used in advanced first aid and cardiopulmonary resuscitation.

Symptoms of communicable diseases.

Outside health agencies and their services.

Applicable health regulations and laws.

ABILITY TO:

Administer first aid and respond to emergency situations effectively and efficiently.

Communicate effectively both orally and in writing.

Analyze emergency situations accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Prepare and maintain a variety of records and reports.
Work independently with little direction; meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION:

Completion of educational course work leading to licensure as a registered nurse in the state of California.

EXPERIENCE:

Responsible experience as a registered nurse within the past five years in a school/college health, acute care, or emergency health setting. Previous experience in a public health or occupational health setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid and current California Board of Registered Nursing License and current certificates in cardiopulmonary resuscitation, first aid and AED (Automated External Defibrillator).

WORKING CONDITIONS:

Health Services Office environment; subject to exposure to blood and communicable diseases.

Est. 9/96
Rev. 05/04
Rev. 7/06