Clinic Nurse

BASIC FUNCTION:

Under the direction of the Coordinator of Health Services at De Anza College, perform a variety of health services, including screening and administering immunizations and TB testing; assessing emergency health-related situations and providing first aid to college community; provide accurate health information on a broad range of health issues and make appropriate referrals.

REPRESENTATIVE DUTIES:

1. Administers immunizations and TB skin tests,
2. Competently performs phlebotomy,
3. Review lab reports and reports abnormal values,
4. Provides pregnancy testing and counseling,
5. Treats minor injuries,
6. Triage emergencies occurring on campus,
7. Safely transports injured clients to the health center,
8. Assist with Family Planning Clinic,
9. Provide accurate health information on a broad range of health issues and refers patients to appropriate community agencies,
10. Perform other duties as assigned by the Coordinator of Health Services.

KNOWLEDGE AND ABILITIES:

1. Health education, including mental health, sexually transmitted diseases, nutrition, substance abuse, family planning and other related health issues.
2. Oral and written communication skills.
3. Operation of equipment utilize in a medical clinic.
4. Interpersonal skills using tact, patience and courtesy.
5. Policies and objectives of assigned programs and activities.
6. Record-keeping techniques.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Ability to work independently with minimal supervision.
3. Ability to communicate effectively both orally and writing.
4. Establish and maintain cooperative and effective working relationships with others.
5. Provide health information on a broad range of health issues.
6. Maintain records and prepare reports.
7. Maintain current knowledge in the health services field.
8. Analyze situations accurately and adopt an effective course of action.
9. Plan and organize work.
10. Work confidentially with discretion.
11. Work effectively with students, faculty, staff and administrators.
12. Operate a computer for word processing and data entry.
13. Willing to be train to use automated external defibrillator and use if needed

EDUCATION AND EXPERIENCE:
1. Graduation from an accredited School of Nursing
2. Possession of an active California Registered Nurse License.
3. Valid CPR Certificate

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment
2. Occasional evening hours as needed.

PHYSICAL ABILITIES:

1. Bending at the waist, kneeling or crouching during medical or emergency situations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Hearing and speaking to exchange information and make presentations.
4. Lifting
5. Pushing and pulling wheelchairs.
6. Reaching overhead, above the shoulders and horizontally.
7. Seeing to assess injuries.
8. Seeing to read a variety of materials.

HAZARDS:

1. Possible contact with blood, blood-borne pathogens and other body fluids.
2. Communicable diseases.

DATE APPROVED: JUNE 6, 2001
RANGE: N-60
EEO-CATEGORY: H-30