FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Student Health Services Supervisor

BASIC FUNCTION:
Under the supervision of an assigned administrator, coordinate, implement, and evaluate the Health Services program. Collaborate, consult, and coordinates duties with other medical staff.

REPRESENTATIVE DUTIES

1. Plan, develop, and implement a comprehensive program for Student Health Services, including current standard of practice in medicine, nursing, and staff management, licensed lab and hazardous waste management, and insurance issues; oversee the day-to-day operations of student health services.

2. Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.

3. Oversee development and preparation of the annual preliminary budget; control and authorize expenditures in accordance with established limitations.

4. Provide regular reports to management and federal/state agencies as requested; participate on program reviews; assure program compliance with federal or state program guidelines.

5. Interpret, implement, and monitor compliance with all local, state, and federal regulations pertaining to a health care delivery system.

6. Collaborate with the Biological, Health, and Environmental Sciences Division and the Child Development Center to assist students with immunizations and other medical needs.

7. Serve as liaison between personnel, administrators, faculty, and students; provide information, requirements and other pertinent information.

8. Serve as a resource and consultant to the campus community in issues related to student health and student health services.

9. Oversee the maintenance of medical record keeping; ensure confidentiality of medical information.

10. Develop, implement, and evaluate Health Services policies, procedures and protocols; document policies and procedures; maintain an updated and current policy and procedure manual.

11. Ensure that all equipment and supplies are available in good working order, including emergency response equipment.

12. Attend and conduct a variety of meetings as assigned; participate on campus and community committees promoting the needs and interests of student health services; prepare agendas for meetings as appropriate.

13. Perform health services and screenings, administer PPD tests, immunizations, flu shots; perform pregnancy tests, provide counseling, and administer ECP; refill birth control prescriptions, and other contraceptives.

14. Activate the emergency medical system when appropriate; accompany students to the hospital or clinic when necessary; contact next of kin in the event of serious illness or injury.
15. Maintain memberships in Health Services Association of California Community Colleges, American College Health Association, and other pertinent health-related associations and organizations; attend professional development conferences

16. Perform other related duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles and practices of supervision and training.
2. Principles and practices of nursing care.
3. Nursing assessments and evaluations.
5. Communicable disease, epidemiology, prevention and control.
7. Crisis intervention, drug and alcohol addiction/use, eating disorders.
8. Occupational health and worker’s compensation.
9. Oral and written communication skills.
10. Operation of a computer and assigned software.
11. Interpersonal skills using tact, patience and courtesy.
14. Operation of a computer and assigned software.
15. 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. Plan, organize and coordinate a variety of programs, projects and activities related to the day-to-day functions and activities of student health services.

3. Supervise and evaluate the performance of assigned staff.
4. Assess physical and mental status of patients.
5. Make decisions regarding appropriate care for patient and need for contacting physician.
6. Provide appropriate emergency response and crisis intervention.
7. Understand technical and medical terminology.
8. Communicate effectively individually and in groups with a diverse population in meeting health related needs about a variety of health related topics.
9. Make appropriate referrals and facilitate access to both private providers and community health resources.
10. Work cooperatively with students, staff and faculty from diverse backgrounds.
11. Maintain records and prepare reports.
12. Read, interpret, apply and explain rules, regulations, policies and procedures.
13. Analyze situations accurately and adopt an effective course of action.
14. Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Master’s degree in Nursing or Bachelor of Science in Nursing and a Master’s degree in health education, sociology, psychology, counseling, health care administration, public health, community health, or related field; 3 – 5 years experience in a public health setting.

LICENSES AND OTHER REQUIREMENTS

1. Valid license as Registered Nurse or Nurse Practitioner certification in the State of California.
2. Valid CPR certification.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office and clinic environment.
2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and various medical equipment.

3. Seeing to assess injuries.

4. Reaching overhead, above the shoulders and horizontally.

5. Pushing or pulling wheelchairs.

6. Bending at the waist, kneeling or crouching during medical or emergency situations.

7. Lifting.

HAZARDS:

1. Contact with blood, blood-borne pathogens and other body fluids.

2. Communicable diseases.

DATE APPROVED: July 16, 2004
RANGE: 5-70
EEO-CATEGORY: H-30