



JOB DESCRIPTION

POSITION TITLE Registered Nurse (RN)

REPORTS TO: Nurse Practitioner/Director of Health Services

PRIMARY FUNCTION: The primary responsibility of the Registered Nurse is to support Health Services. The Registered Nurse will perform daily functions of clinic operation and will maintain current standards of care, according to Health Services policies and procedures.

AREAS OF RESPONSIBILITY:

1. Work within RN scope of practice to assist the Nurse Practitioner as directed for episodic and emergency care.
2. Provide assessment and treatment of minor injuries and illness, triage telephone calls, perform CLIA waived lab tests. Screen and room students, and provide education, resources, and referrals.
3. Maintain privacy regulations with student medical record maintenance.
4. Administration, maintenance, and follow up of immunization and mantoux policies and procedures. Manage CLIA waived lab and OSHA adherence and training.
5. Manage front desk reception, maintenance of waiting room, triage of presenting concerns, and maintain inventory control of materials/supplies/medications and order as needed.
6. Business management for clinic operations including receivables, payables and deposits.

SUPERVISORY RESPONSIBILITIES: Student workers as assigned

CONTACTS: Students, faculty, staff, family members and community resources

EDUCATION: Essential: Bachelor's Degree from accredited institution
Registered Nurse in the State of Minnesota
A minimum of two years of RN experience

Desirable: Additional study in Public/Population Health

EXPERIENCE: Essential: Previous RN experience required

Desirable: Previous Clinic and/or College Health experience
Five years of RN experience

KNOWLEDGE, SKILLS, ABILITIES:

- Excellent oral and written communication skills.
- Excellent customer relations skills, with particular interest in college age students, behaviors and development.
- Excellent organization skills, ability to prioritize multiple tasks, coordinate care with multiple community resources, and creatively problem solve unique situations.
- Ability to work within full scope of RN practice and support nurse practitioner with multiple clinic needs, such as scheduling appointments, perform routine lab tests, blood draws, immunizations, mantoux, and other delegated clinic and administrative responsibilities.
- Knowledge of governmental and professional standards of care and regulations desirable, including FERPA, HIPPA, OSHA, and other laws as applicable.
- Able to work independently. At times Nurse Practitioner is out of clinic.

PHYSICAL DEMANDS: Must have good manual and physical dexterity to perform clinic responsibilities in a busy college health services setting.

WORKING ENVIRONMENT: Health care clinic type setting on a college campus. Routine professional precautions are exercised. For example, Universal Precautions.

WORK SCHEDULE:

FTE: .56

Term: August - May, Week Zero Saturday at information booth

Student contact days with limited summer administrative work as assigned

Shift: 8:30am -4:30pm, 35 hours per week

APPROVAL: Health Services Director

DATE: June 2012