



## Office of Human Resources and Equal Opportunity ACE Job Classification

**FOOTHILL-DE ANZA**  
**Community College District**

### CLINIC NURSE

**SALARY GRADE:** [C1-60](#)

**DEFINITION:**

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.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

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.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

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 utilized 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, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Work independently with minimal supervision.
3. 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 date entry.
13. Willing to be train to use automated external defibrillator and use if needed

**Education and Experience**

Any combination equivalent to:

1. Degree from an accredited school of nursing.

**LICENSE AND CERTIFICATION:**

1. Possession of an active California Registered Nurse License.
2. Valid CPR Certificate.

**WORKING CONDITIONS:**

**Environment:**

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

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Pushing and pulling wheelchairs.
5. Standing for extended periods of time.
6. Reaching overhead, above the shoulders and horizontally.
7. Bending at the waist, kneeling or crouching.
8. Lifting, carrying, pushing or pulling objects up to 30 lbs.

**Hazards:**

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

Date Approved: June 6, 2001

EEO Code: H-30