



EVENING CLINIC NURSE

SALARY GRADE: [C2-60](#)

POSITION CHARACTERISTICS:

Position reports to the Dean, Counseling and Matriculation at De Anza College. Twelve (12) month assignment. Monday through Thursday, 4:30 PM to 8:30 PM. Shifts are shared. One nurse works Monday and Wednesday, the other Tuesday and Thursday.

DUTIES:

1. Administer immunizations and TB skin tests.
2. Competently perform phlebotomy.
3. Review lab reports and reports abnormal values.
4. Provide pregnancy testing and counseling.
5. Treat minor injuries.
6. Triage emergencies occurring on campus.
7. Safely transport injured clients to the health center.
8. Provide accurate health information on a broad range of health issues and refer patients to appropriate community agencies.

MINIMUM QUALIFICATIONS:

Graduation from an accredited School of Nursing; possession of an active California Registered Nurse License; and a valid CPR Certificate.

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 commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women and the disabled.
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 trained to use automated external defibrillator and use if needed

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.

EEO Code: H-30

Date Created: November 2004