

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 allergy injections in prescribed SHS protocol, TB skin tests,
2. Competently performs phlebotomy.
3. Review lab reports and reports abnormal values.
4. Complete multiple types of CLIA waived tests: rapid strep, rapid mono, Flu A/B, urinalysis, hemocue, pregnancy test, with accuracy and log al results and securing necessary labs such as pap smears, STD testing.
5. Treats minor injuries.
6. Triage, assess, diagnose, and treat clients in the walk-in clinic including primary and urgent protocols
7. Assist with Family Planning Clinic.
8. Assist medical providers during session hours.
9. Maintain quality control logs, chart reviews, and other quality assurance reviews.
10. Provide follow-up notices to students via phone, mail, or E-mail.
11. Chart patient assessment accurately and promptly. Document medical services provided to students, organize and filling charts. Maintain current exact documentation of problem and observation on medical records.
12. Assist with on campus health promotion programs, i.e. Flu Clinics and Health Fair.
13. Provide accurate health information on abroad range of health issues and refers patients to appropriate community agencies. Provide advice on medical and health related issues, personal health counseling.
14. Provide information and instructions to clients for treatment, modalities, medications, and procedures and refer patients to appropriate community agencies
15. Perform other duties as assigned.
16. Yearly review and revision of procedures for new medical practices.

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 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, 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 data entry.
13. Willing to be train to use automated external defibrillator and use if needed

Education and Experience

Any combination equivalent to:

1. Associate's Degree in Registered Nursing from an accredited College or University.
2. Two years work experience as a Registered Nurse.

LICENSE AND CERTIFICATION:

1. Possession of an active California Registered Nurse License.
2. Valid CPR Certificate.
3. Basic Life Support (BLS) certification
4. First Aid training certification

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; January 17, 2018
EEO Code: H-30