



CLINIC NURSE

DEFINITION

Under general supervision and physician-approved standardized procedures and guidelines, provides clinical nursing care; provides accurate health information on a broad range of health issues and make appropriate referrals; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for performing a variety of nursing care and treatment of patients. Work requires strong communication skills and knowledge of healthcare services and community resources available at the College and in the larger community. The work has technical aspects requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with students, faculty, and outside organizations. Positions at this level perform the full range of duties as assigned, working independently, and exercising a high level of judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Provides nursing care including triage, assessment, diagnoses, treatment, and/or referral services; collaborates with District clinicians to develop therapeutic plans and resolve health issues, problems, and illnesses as appropriate.
- Follows the Nursing Process: conducts assessments of patients including case histories, vital signs, visual acuity, mental status, etc.; documents related information.
- Responds to emergencies, provides first aid, and takes appropriate actions according to established protocols.
- Assesses walk-in patients and identifies and implements appropriate plan of care including the need for first aid, scheduling appointments, urgent care, or 911 services.
- Carries out clinician's orders, including administering injections and oral medications and laboratory tests, etc.
- Discharges patients with appropriate aftercare instructions and health education.
- Utilizes phlebotomy skills in the collection and preservation of lab specimens; reconciles and maintains records concerning specimens, related results, and follow-up activities.
- Serves as a technical resource to staff, patients, and others concerning nursing functions, activities and related services; responds to inquiries, resolves issues and conflicts, and provides information concerning related laws, rules, regulations, practices, and procedures.
- Communicates with patients, personnel, and a variety of outside agencies to exchange information and resolve issues or concerns as allowed by laws governing the release of medical information.
- Operates a variety of medical instruments and equipment.

- Maintains inventory of drugs, immunizations, and supplies, and orders supplies as needed.
- Monitors medication and medical supply expiration dates; properly disposes of expired medications.
- Prepares, evaluates, maintains, and updates a variety of health-related records and files, including student health and immunization records, emergency medical records, accident reports, and health and disability reports.
- Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.
- Provides referral information related to local health and social service providers.
- Maintains a clean and orderly environment.
- Assists with on campus health promotion programs.
- Performs general clerical duties, including answering phones, inventory, ordering, and distributing medical and office supplies and equipment, copying, filing, recording data, and other support.
- Conducts annual review and revision of procedures for new medical practices.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Application of the Nursing Process, including assessment, diagnosis, planning, implementing, and evaluating outcomes for medical and mental health issues.
- Ethical standards as described by the American Nursing Association.
- Principles and practices of nursing care, including knowledge of first aid and emergency interventions.
- Public health matters such as epidemiology, communicable diseases, psychological trends and other health issues.
- Practices and procedures involved in the establishment and implementation of treatment and therapeutic plans for common illnesses, injuries, and mental health crises.
- Health issues common to the community college population.
- Basic first aid, cardiopulmonary resuscitation (CPR), and health assessment techniques.
- Purposes, uses, and operating characteristics of a variety of equipment and supplies used in the provision of medical care, treatment, and related services.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Provide nursing assessments and care to evaluate the physical and mental health needs of patients.

- Implement treatment or therapeutic plans as appropriate, following policies, procedures, and clinician orders.
- Understand technical and medical terminology.
- Adhere to ethical standards of the nursing professional as described by the American Nursing Association.
- Maintain medical records as per current legal requirements.
- Work responsibly with physicians and other members of the medical/mental health team and to manage patients effectively.
- Recognize adverse signs and symptoms and react swiftly in emergency situations.
- Operate medical equipment.
- Write clear and concise nursing reports.
- Administer first aid, CPR, and routine and emergency treatment procedures.
- Administer physician prescribed medication and treatment.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college in Registered Nursing and two (2) years of experience as a Registered Nurse.

Licenses and Certifications:

- Possession of a valid California Board of Registered Nursing license to practice as a Registered Nurse.
- A current Basic Life Support certificate issued by the American Heart Association.
- Current and valid First Aid training and CPR certificates.

PHYSICAL DEMANDS

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This position requires frequent standing in work areas and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 30 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients.

Salary Grade: C1-60

FLSA: Non-Exempt

EEO Code: H-30

Board Approved: April 2021