



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

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### CLINIC DIRECTOR, HEALTH SERVICES

**DEPARTMENT:**

De Anza College, Student Development and EOPS  
Foothill College, Student Affairs and Activities

**COLLEGE:** De Anza College and Foothill College

**SALARY GRADE:** [A2/A3 – I](#)

**POSITION PURPOSE:**

Reporting to the Dean of Student Development at De Anza College or the Dean of Student Affairs and Activities at Foothill College, provides equity-minded and student-centered leadership for the student health services clinic. The responsibilities of the Clinic Director, Health Services include but are not limited to: oversight of clinic operations, supervision of health services team, planning, developing and implementing comprehensive health care services and activities designed to facilitate the physical and emotional well being of students thereby improving retention and academic success.

**NATURE and SCOPE:**

The Clinic Director, Health Services supervises a health team, which may include an administrative assistant, clinic nurse, evening clinic nurse, health services assistant, health educator, a nurse practitioner and part-time TEA clinic nurses.

The Clinic Director, Health Services is responsible for monitoring the program budget and plans, developing and implementing a comprehensive program for clinical health services, including current standards of practice in medicine, nursing, and staff management, licensed lab and hazardous waste management, and insurance issues; oversee the day-to-day operations of student health services clinic and staff. Establishing training procedures for new employees.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Train, supervise, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.
2. Assess, diagnose and treat common physical illnesses and injuries within certified Nurse Practitioner scope of practice. Delivers emergency response and crisis intervention. Makes appropriate referral and facilitates access to private and community health resources. Leads disease prevention efforts and implements current community health principles of health, safety, epidemiology, and communicable disease control. Prescribe medications within scope of practice.
3. Perform health services and screenings, administer PPD tests, immunizations, flu shots; perform pregnancy tests, provide health related counseling, and administer ECP; refill birth control prescriptions, and other contraceptives.
4. Assist with the development and preparation of the annual preliminary budget; control and authorize expenditures in accordance with established limitations for the health clinic component of the department.
5. Reviews and approves purchase orders, travel requests, invoices, requisitions and employee time reports.
6. Provide regular reports to management and federal/state agencies as requested; assure program compliance with federal or state program guidelines.
7. Provide leadership in departmental and divisional planning activities, program review activities, learning outcome activities, and compile statistics and conduct research to evaluate and report program effectiveness.

8. Interpret, implement, and monitor compliance with all local, state, and federal regulations pertaining to a health care delivery system. Collaborate with the Biological, Health, and Environmental Sciences Division and the Child Development Center to assist students with immunizations and other medical needs.
9. Serve as liaison between personnel, administrators, faculty, and students; provide information, requirements and other pertinent information.
10. Serve as a resource and consultant to the campus community in issues related to student health and student clinical health services.
11. Oversee the maintenance of medical record keeping; ensure confidentiality of medical information and student records according to FERPA and HIPAA.
12. In conjunction with a physician, develop, implement, and evaluate health clinic policies, procedures and protocols; document policies and procedures; maintain an updated and current policy and procedure manual.
13. Maintain and monitor appropriate malpractice insurance and certifications of staff training/qualifications (e.g. CPR, First Aid, AED).
14. Ensure that all equipment and supplies are available in good working order and calibrated per manufacturer's guidelines, including emergency response equipment.
15. Attend and conduct a variety of meetings as assigned; participate on campus and community committees promoting the needs and interests of student health services; prepare agendas for meetings as appropriate.
16. Maintain memberships in Health Services Association of California Community Colleges, American College Health Association, and other pertinent health-related associations and organizations; attend professional development conferences.
17. Perform other related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. District policies and procedures.
2. Principles and practices of leadership supervision, evaluation and training.
3. Principles and practices of clinical nursing care.
4. Nursing assessments and evaluations.
5. Current nursing and community health principles.
6. Communicable disease, epidemiology, prevention and control.
7. Laws, rules, and regulations related to assigned activities including HIPAA, FERPA and CAL-OSHA.
8. Crisis intervention, drug and alcohol addiction/use, eating disorders.
9. Occupational health and worker's compensation.
10. Oral and written communication skills.
11. Operation of a computer and assigned software.
12. Interpersonal skills using tact, patience and courtesy.
13. Health and safety regulations.
14. Technical aspects of field of specialty.
15. Record-keeping techniques.
16. Principles of health care quality control assurance

### **Skills and Abilities:**

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. Plan, organize and coordinate a variety of programs, projects and activities related to the day-to-day functions and activities of student health services.
3. Train, supervise and evaluate the performance of assigned staff in several areas including clinical medical skills, confidential records maintenance, customer service, patient safety and professionalism in a medical clinic setting.
4. Assess physical and mental status of patients and provide appropriate medical treatment
5. Make decisions regarding appropriate care for patients and need for contacting physician.
6. Provide appropriate emergency response and crisis intervention.
7. Understand technical and medical terminology and protocols.
8. Communicate effectively individually and in groups with a diverse population in meeting health related needs about a variety of health related topics.
9. Make appropriate referrals and facilitate access to both private providers and community health resources.
10. Work cooperatively with students, staff and faculty from diverse backgrounds.
11. Maintain records and prepare reports.
12. Compile, organize and use various financial information sources necessary in the preparation and management of budgets
13. Read, interpret, apply and explain rules, regulations, policies and procedures.
14. Analyze situations accurately and adopt an effective course of action.
15. Effectively work under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.
16. Understand and work within scope of authority.

**Education and Experience:**

1. Education Qualification (applicant must meet one of the two):
  - a. Education Qualification as a Nurse Practitioner
    - i. Possess a master's degree in nursing, a master's degree in a clinical field related to nursing, or a graduate degree in nursing.
- OR-
- b. Education Qualification as a Physician's Assistant
    - i. Master's in Physician Assistant Studies or the equivalent.
2. At least three years experience working as a nurse practitioner or physician's assistant.
3. Two (2) years of supervisory/leadership experience.

**Preferred Qualifications:**

1. Health clinic management experience.

**License and Certification:**

1. Valid State of California license as Registered Nurse with Nurse Practitioner or Physician's Assistant certification number without restrictions.
2. A valid, current California furnishing number and eligible DEA number.
3. Documentation of TB screening clearance within the past three (3) months.
4. Valid First Aid and CPR certification.

**WORKING CONDITIONS:**

**Environment:**

1. Office and clinic environment.
2. Constant interruptions.
3. Emergency call-out.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and various types of medical equipment.
1. Vision sufficient to assess injuries and to read various materials.
3. Reaching overhead, above the shoulders and horizontally.
4. Pushing or pulling wheelchairs.
5. Bending at the waist, kneeling or crouching during medical or emergency situations.
6. Lift light to moderate objects up to 20 lbs.

**Hazards:**

1. Contact with blood, blood-borne pathogens and other body fluids.
2. Exposure to viruses and communicable diseases

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Ed Code: H-11

Creditable Service: PERS