DUTIES OF THE CAMPUS NURSE

Under the general supervision of the Vice President for Student Services and the direct supervision of the Associate Dean of Student Services, the Campus Nurse is responsible for maintaining the health and welfare of students and providing health services to students, faculty and staff. Specific tasks include, but are not limited to, the following:

- 1. Establishes and maintains facilities to serve the health needs of the campus.
- 2. Develops policies and procedures in the formulation of a health services program.
- 3. Prepares and maintains records of the services and the care provided.
- 4. Prepares reports as required.
- 5. Serves as a resource person in the area of safety and health.
- 6. Keeps instructors and appropriate administrative offices advised of any health problems or special student needs relating to health.
- 7. Arranges for special testing or examinations when required.
- 8. Arranges for emergency transportation of students who are ill or who have been seriously injured.
- 9. Develops a campus-wide awareness program.
- 10. Performs counseling and guidance services in the area of medical and health needs on a referral basis.
- 11. Maintains liaison with the campus physician.
- 12. Maintains liaison with other health agencies in the community.