

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: NURSE ASSOCIATE

BASIC FUNCTION:

Under the direction of a Registered Nurse and a Physician, perform a variety of nursing functions to assist students and staff in a health clinic.

REPRESENTATIVE DUTIES:

Administer first aid; respond to campus medical emergencies according to approved procedures; provide initial emergency care according to approved procedures. *E*

Assist students and staff with medical problems; administer over-the-counter medications according to symptoms; refer more complex medical and clerical problems to Campus Nurse. *E*

Operate medical screening equipment; take vital signs, such as blood pressures screenings, temperatures, pulse, weight and vision; take throat cultures; perform blood and lab testing procedures. *E*

Maintain patient charts; record lab work performed and medications administered; provide essential information to oncoming shift. *E*

Operate a variety of specialized health and screening equipment, such as a stethoscope, baumanometer, syringes, and others. *E*

Maintain a variety of records and files related to student insurance, liability and accident report, Worker's Compensation claims and health services provided; complete claims/reports. *E*

Maintain clean and orderly work environment; stock rooms with medical supplies as needed; receive, record and store medical supplies. *E*

Administer medication according to established procedures. *E*

Receive and record community referrals; confer with students and staff regarding health problems; perform mental health intake and evaluations. *E*

Perform clerical duties at the San Ysidro Education Center as necessary; schedule Doctor's appointments.

Prepare students for medical examination by the doctor; assist with treatment and examination as directed.

Refer students to appropriate medical facilities and community services according to established procedures; provide a variety of health related information to students and staff; refer students to on-campus crisis counseling as necessary.

Administer immunization injections such as Measles, Mumps, Tetnus, DPT and Rubella; administer and evaluate TB skin testing.

Provide work direction to staff as needed.

Assist in planning and coordinating Health Services programs.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- First aid and emergency health care procedures.
- Basic laws and regulations pertaining to health services.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Appropriate safety precautions and procedures.
- Oral and written communications skills.
- Applicable sections of State Education Code and other laws.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Conduct various medical screening tests.
- Appropriately respond and administer first aid and initial health care in medical emergencies.
- Maintain accurate records and prepare reports.
- Provide health services information to students and staff.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Perform complex or varied tasks.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: consistent with the requirement for licensure as a Licensed Vocational Nurse.

LICENSES AND OTHER REQUIREMENTS:

Certification as a Licensed Vocational Nurse - State of California.
Valid CPR and first aid card.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment.

Exposure to communicable or infectious diseases and emergency medical situations.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Hearing and speaking to exchange medical information in person and on the telephone.

Walking.

Bending at the waist to examine students.

Dexterity of hands and fingers to operate medical screening equipment.

Seeing to read prescribed medication.

HAZARDS:

Contact with blood and other body fluids.