

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR, STUDENT HEALTH CLINIC NURSE PRACTITIONER OR PHYSICIAN'S ASSISTANT

L204.100

BASIC FUNCTION: Under the direction of the Director of the Student Health Clinic, provides leadership for the student health clinic. The responsibilities of the Student Health Clinic Assistant Director/Nurse Practitioner or Physician's Assistant include, but are not limited to: planning, developing and implementing comprehensive programs and activities designed to facilitate the physical and emotional well being of students thereby improving retention and academic success.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk *)*

- *1. Assists the Director in providing leadership for the day-to-day operations of the Student Health Clinic (SHC) programs and the student health insurance program.
- *2. Serves as a resource and consultant for personnel, administration, faculty, and students in issues related to student health and the Student Health Clinic.
- *3. Assesses, diagnoses, and treats common physical illnesses and injuries within certified Nurse Practitioner or Physician's Assistant scope of practice. Provides health education and wellness assessments. Delivers emergency response and crisis intervention. Makes appropriate referrals and facilitates access to private and community health resources. Implements current community health principles of communicable disease, epidemiology, prevention, and control.
- *4. Implements new health programs for students.
- *5. Assists the Director in providing leadership in developing departmental goals, objectives and policies.
- *6. Provides assistance with mandated reports for management and federal and state agencies.
- *7. Assists the Director in providing leadership in departmental and divisional planning activities, program review activities, learning outcome activities, and compiles statistics and conducts research to evaluate and report program effectiveness.
- *8. Assists the Director in providing leadership for the development and preparation of the annual budget; assists in controlling and authorizing expenditures in accordance with established guidelines, and when appropriate, participates in grant development.
- *9. Assists with the selection, initial and ongoing training, and evaluation of Student Health Clinic personnel.
- *10. Assists with overseeing the maintenance of clinical records, equipment and supplies in accordance with federal and state laws, regulations and program guidelines.
11. Collaborates with Clinic staff in the selection process of the physician/Medical Specialist working on a contract basis.
12. Assists the Director in reviewing and approving purchase orders, travel requests, invoices and requisitions.
13. May serve on a variety of District committees as requested.
14. Performs related work as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE (NURSE PRACTITIONER):

- A valid, current California license as a registered nurse, **and** either of the following:
 - A Master's Degree in nursing **and** a California Public Health Nurse certificate; **or**
 - A Bachelor's Degree in nursing, a California Public Health Nurse certificate, and a Master's Degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS (NURSE PRACTITIONER):

- A valid, current California license as a registered nurse with nurse practitioner certification number
- A valid California Public Health Nurse certificate
- A valid, current California furnishing number and eligible for DEA number (DEA number preferred)
- An accredited, current CPR certificate
- TB screening clearance to be updated annually
- Valid California Driver's License maintained throughout duration of employment with the District

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE (PHYSICIAN'S ASSISTANT):

- A valid, current California license as a Physician's Assistant; **and**
- A Bachelor's Degree **and**
- A California Public Health certificate or equivalent public health experience; **and**
- Five (5) years of clinical experience.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS (PHYSICIAN'S ASSISTANT):

- A valid, current California license as a Physician's Assistant
- A valid, current California furnishing number and eligible for DEA number (DEA number preferred)
- An accredited, current CPR certificate
- Documentation of TB screening clearance within the past 3 months
- Valid California Driver's License maintained throughout duration of employment with the District

DESIRED QUALIFICATIONS:

- Three (3) years experience in a public health or college setting, clinic health management experience preferred
- Recent experience with psychological nursing and GYN/GU, audiometric skills
- Bilingual skills useful
- Experience and/or training which has enhanced a sensitivity to and understanding of the diverse academic, socio-economic, cultural, ability, and ethnic backgrounds of community college students
- Experience and/or training which has enhanced a leadership style that is creative, collaborative, productive, and outcome oriented

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)

Knowledge and ability to apply District policies, rules and procedures; knowledge of: laws and regulations pertaining to college health facilities; supervisory and managerial concepts and principles. Ability to: ensure compliance with all laws, regulations and policies through effective program supervision; motivate and provide supervision and leadership to a diverse group of professionals and support staff; assess the educational needs of a community; seek funding sources for continued development of Student Health Clinic; plan and coordinate the effective use of staff, facilities, and resources to achieve program goals; comprehend and stay current with health care guidelines and protocols; communicate professionally in confrontational situations; compose complex reports and correspondence; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make public presentations; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation of budgets; effectively work under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities; respond to emergency situations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide direct supervision of classified, management, temporary and student employees of the Student Health Clinic.

PHYSICAL EFFORT:

Frequent standing, walking, bending and stooping; occasional lifting of objects weighing 50 pounds or less.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; administrative staff from other educational institutions; public health and other health service professionals; students; vendors; general public

WORKING CONDITIONS:

Busy clinic environment; frequent exposure to hazardous materials and substances, and communicable diseases that may require protective apparel; subject to frequent public exposure and interruptions.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.