

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: DIRECTOR, STUDENT HEALTH CENTER / NURSE PRACTITIONER**

**L194.300**

**BASIC FUNCTION:** Under the administrative direction of an administrator, provides leadership for the Student Health Center. The responsibilities of the Student Health Center Director/Nurse Practitioner include, but are not limited to: planning, developing and implementing comprehensive programs, services and activities designed to facilitate the physical and emotional well being of students, thereby improving retention and academic success. Assesses student health needs and makes referrals to health care providers in the community as needed. Creates, develops and facilitates health care related events to ensure the health care needs of students are being heard and met.

**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 omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Provides leadership and oversight for the day-to-day operations of the Student Health Center (SHC) programs and services and supervises the student health insurance program.
- \*2. Provides and implements health care programs, services and education in support of student health, safety and wellness; coordinates events related to health care needs, to include, but not limited to, immunization clinics, flu shot clinics, athletic physicals, etc.
- \*3. Serves as a resource and consultant for staff, faculty, administration and students with issues related to student health and the Student Health Center.
- \*4. Provides supervision, training and evaluation of assigned staff which may include, but not be limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, promoting team work, acting on employee problems, participating in new employee selection, recommending employee discipline and reviewing and evaluating the work of assigned staff for completeness and accuracy, offering advice and assistance as needed.
- \*5. Provides patient examinations, physical assessments, diagnoses illnesses, orders and analyzes diagnostic tests and procedures, manages patient treatment and follow-up, treats common physical illnesses and injuries and prescribes medications within certified Nurse Practitioner scope of practice. Provides health education and wellness assessments. Delivers emergency response, provides crisis intervention. Makes appropriate referrals, to include referring patients to professional counseling therapy and facilitates access to private and community health resources for needed and continued health services. Follows up with students (as needed) to assure medical needs are being met.
- \*6. Works with other Nurse Practitioners at the Student Health Center to coordinate patient care.
- \*7. Works with Office Coordinator and Clinical Assistant to coordinate patient scheduling, including walk-in appointments and triage protocols.
- \*8. Implements current community health principles of communicable disease, epidemiology, prevention and control.
- \*9. Assists students with resolving health issues; develops and implements health care plans for individual students.
- \*10. Performs advanced-level document production to prepare a wide variety of materials which include, but are not limited to, correspondence, reports, surveys, forms, charts, spreadsheets and databases.
- \*11. Provides mandated reports to management, as well as county, state and federal agencies.
- \*12. Provides leadership in departmental and divisional planning activities; participates in the development of goals and objectives for the department; collects and analyzes data related to the programs and services being offered to generate reports for the identification and evaluation of areas for potential improvement and/or changes.
- \*13. Provides leadership for the development and preparation of the annual budget; controls, authorizes and monitors expenditures in accordance with established guidelines and when appropriate, participates in grant development; prepares and submits required fiscal and accounting records and reports.
- \*14. Oversees the maintenance of clinical records and patient confidentiality in accordance with federal and state laws, regulations and program guidelines; maintains and oversees equipment and supplies, ensuring adequate supplies are available at all times.
15. Assists in the development of Student Learning Outcomes and addresses outcomes which pertain to area of responsibility.
16. Secures employment services of Medical Director/Physician for Student Health Center Nurse Practitioner collaboration. Consults with the Medical Director/Physician regarding student health care needs.
17. Reviews and approves purchase orders, travel requests, invoices and requisitions, prior to approval by the administrator.
18. May serve on a variety of District committees as requested.
19. May perform other duties as assigned within the scope of the position.

**MINIMUM QUALIFICATIONS:****● EDUCATION AND EXPERIENCE:**

- A Master's Degree in nursing with advanced practice specialization in one of the four types of advanced practice (Nurse Practitioner, Physician Assistant, Clinical Nurse Specialist, Nurse Anesthetist or Nurse Midwife).

**● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Hold and maintain a valid California license as a Registered Nurse with Nurse Practitioner certification number or hold and maintain a valid Physician Assistant certification from the Physician Assistant Board.
- Hold and maintain a valid California furnishing number **and** a DEA number
- Hold and maintain a valid accredited CPR certificate
- TB screening clearance is to be updated annually

**DESIRED QUALIFICATIONS:**

- Master's Degree in nursing with advanced practice specialization in nurse practitioner with a specialty in family practice (FNP)
- Bilingual
- Experience and/or training which has enhanced a sensitivity to and understanding of the diverse academic, socio-economic, cultural 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 of:** District policies, rules and procedures; laws and regulations pertaining to college health facilities; patient right to privacy; Health Insurance Portability and Accountability Act (HIPAA); Family Educational Rights and Privacy Act (FERPA); supervisory and managerial concepts and principles; modern office practices, management and technology, including computers and a variety of software programs, including spreadsheet, database, presentation and word processing programs; preparation and administration of budgets; principles and objectives related to public education operations, programs and services; data collection, analysis and reporting; research methods; report writing; working with data on websites; diverse staff and students at community colleges; methods and techniques to successfully provide services to students; staff and program management.

**Ability to:** follow and implement District policies and procedures; ensure compliance with all laws, regulations and policies and procedures through effective program supervision; be current on program rules, regulations, requirements and restrictions; motivate and provide effective supervision and leadership to a diverse group of employees; plan, organize and direct the work of others; assess the health educational needs of the District; administer appropriate treatment; seek funding sources for continued development of Student Health Center; plan and coordinate the effective use of faculty, staff, facilities and resources to achieve program goals; ensure confidentiality at all times; ensure HIPAA and FERPA rules, regulations and safeguards are followed at all times; comprehend and stay current with health care guidelines and protocols; communicate clearly and concisely, both orally and in writing; communicate professionally in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; make required mathematical calculations accurately; effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production, creating charts, establishing and maintaining databases and spreadsheets; develop and maintain effective record keeping systems; utilize keyboarding skills commensurate with the required functions for this position; compose complex reports and correspondence; analyze data, research problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently and within a team; establish and maintain cooperative working relationships with those contacted during the course of work; work with diverse populations; make public presentations; maintain records accurately and with a high level of confidentiality; 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:**

Provides direct supervision to assigned staff.

**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

**WORKING CONDITIONS:**

Busy clinic environment; frequent exposure to hazardous materials, 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.