

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: NURSE PRACTITIONER, STUDENT HEALTH CLINIC

L204.200

**BASIC FUNCTION:** Under the direction of an administrator, provides direct patient care and examinations. Assesses, diagnoses and treats common physical illnesses and injuries within scope of practice. Ensures proper patient health history is gathered according to presenting complaint and physical findings. Provides emergency response services and crisis interventions and provides referrals to health care providers in the community as needed and/or required. The Nurse Practitioner will also provide health education and wellness assessments for the District and participate in the planning, developing and implementing of 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 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. Serves as a resource and consultant for students, personnel, administration and faculty in issues related to student health and the Student Health Clinic.
- \*2. Assists the Director in the day-to-day operations of the Student Health Clinic programs and the student health insurance program.
- \*3. Assists Director and/or Physician/Medical Specialist with care of students.
- \*4. Provides direct patient care and examinations ensuring proper patient health history has been gathered according to presenting complaint(s) and physical findings.
- \*5. Assesses, diagnoses and treats common physical illnesses and injuries within scope of practice. Formulates and manages patient treatment and follow-up. Provides health education and wellness assessments. In collaboration with the clinic's Mental Health Specialist, work to treat ADHD patients. 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.
- \*6. Work with and provide patient care for individuals with mental health conditions.
- \*7. Ensures the accuracy of clinical records and charts all patient care, progress and current status. Records content of all patient encounters within patient's medical records. Maintains up-to-date patient health history, including documentation of medications and allergies. Utilizes an electronic health records software for proper documentation.
- \*8. In collaboration with the Director, Student Health Clinic, implements new health programs and services for students.
- \*9. Participates in the development of departmental goals, objectives and policies and procedures.
- \*10. Provides assistance with mandated reports for management and federal and state agencies.
- \*11. Participates in departmental and divisional planning activities, program review activities and learning outcome activities. Compiles statistics and conducts research to evaluate and report program effectiveness.
- \*12. Inventories medical equipment and supplies in accordance with federal and state laws, regulations and program guidelines and provides updates to the Director on a weekly basis, or as often as needed, to ensure the adequacy of supplies.
- \*13. 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.
- \*14. Assists with the selection, initial and ongoing training of Student Health Clinic personnel.
- \*15. Collaborates with the Clinic staff in the selection process of the Physician/Medical Specialist working on a contract basis.
16. In consultation with the Director, Student Health Clinic, may participate in grant development activities.
17. May participate in the development of Student Learning Outcomes to better address outcomes which pertain to area of responsibility.
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 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:

- Hold and maintain a valid, current California license as a registered nurse with nurse practitioner certification number
- Hold and maintain a valid California Public Health Nurse certificate
- Hold and maintain a valid, current California furnishing number and be eligible for a DEA number (DEA number preferred)
- Hold and maintain a valid, accredited CPR certificate

- TB screening clearance to be updated annually
- Hold and maintain a valid driver's license throughout duration of employment with the District

**DESIRED QUALIFICATIONS:**

- A Master's Degree in nursing with advanced practice specialization in nurse practitioner with a specialty in family practice (FNP)
- Three (3) years of experience in public health, in a college setting or in clinic health management
- Recent experience with psychological nursing and GYN/GU, audiometric skills
- Bilingual skills
- 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
- Experience utilizing an electronic health records system (EHR) for patient documentation
- Experience utilizing the Medcat system

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

**Knowledge of:** District policies, rules and procedures; laws, rules 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 to include patient electronic health record (EHR) systems, spreadsheets, databases, presentations and word processing programs and services; data collection, analysis and reporting; research methods; report writing and maintaining websites; proper documentation of medical records and the proper format to gather patient medical history; diverse staff and students at community colleges; and methods and techniques to successfully provide services to students.

**Ability to:** apply District and Departmental policies, rules and procedures; ensure compliance with all laws, regulations and policies and procedures which apply to health clinics within a community college setting; successfully provide effective motivation and eagerness within a team environment; provide effective and positive supervision and leadership when required; seek funding sources for continued development of Student Health Clinic; participate with providing the most effective use of staff, facilities and resources to achieve program goals and student success; comprehend and stay current with health care guidelines and protocols; provide accurate documentation of all patient interactions utilizing an EHR system; communicate professionally in confrontational situations; utilize keyboarding skills commensurate with the required functions for this position; compose complex reports and correspondence; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently with an emphasis on detail management and work successfully within a team environment; establish and maintain cooperative working relationships with those contacted during the course of work; work with diverse populations; demonstrate sensitivity to and respect for, diverse populations; make public presentations; maintain records accurately and with confidentiality as required; organize workload and establish appropriate priorities; compile, organize and use various financial information necessary when working with budgets; effectively work under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities; and respond quickly to emergency situations.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May provide direct supervision of assigned staff.

**PHYSICAL EFFORT:**

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

**CONTACTS:**

Faculty, staff, administrators, students and the general public.

**WORKING CONDITIONS:**

Busy, fast-paced, outpatient clinical environment; frequent exposure to unhealthful and hazardous materials and substances, as well as 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.