West Valley - Mission
Community College District

Class Specification

Registered Nurse

Classified Position (Non-Exempt Status)
Classified Office, Technician & Business Services Salary Schedule – Range 81

Definition

To provide routine clinical nursing services, first aid and emergency care as needed for students, staff and visitors as part of the health services division;respond to emergency situations on campuses as needed; and to maintain manual and electronic health records.

Distinguishing Characteristics

This is the journey level in the single level Registered Nurse professional class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

Supervision Received and Exercised

Receives direction from the Executive Director, Health Services or an assigned supervisor.

May exercise technical and functional oversight over assigned technical staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Provide professional nursing care based on medical, physical and emotional needs assessment of individuals.
- Provide first aid and emergency care when needed; respond to emergency situations on campus as needed, request additional emergency services as may be necessary.
- Assist physician during appointment hours; perform pre-examination screenings.
- Provide students with health information in a variety of areas; assist with coordination of presentations by outside agencies on a variety of health care topics.
- Initiate and maintain student health care records, both manual and electronic.
- Perform clinical procedures including venipuncture, administration of vaccines, and preventative screenings.
- Maintain inventory of appropriate clinic supplies; order new supplies as appropriate.
- Assist in establishing clinic policies and procedures; promote and participate in health care events and activities.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.

- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of professional nursing.
- Human anatomy and physiology.
- Emergency response protocols; first aid, CPR, and use of AED.
- Assessment and diagnostic techniques.

Ability to

- Provide routine nursing care services to students, staff and visitors on a college campus.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers,reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Assess health needs and provide care or referrals as needed.
- Perform first aid and CPR; respond to emergency situations as may be necessary.
- Record health information in student health records; interpret lab results.
- Maintain clinic supplies by verifying inventory, anticipating need, placing and receiving orders.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule and location to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible nursing experience.

Education

Equivalent to possession of a Bachelor’s degree from an accredited college or university with major coursework in nursing or a related field.

License and Certificate

- Possession of, or ability to obtain, license as a Registered Nurse in the State of California.
- Possession of, or ability to obtain, current, valid CPR certification from the American Heart Association.
- Possession of a valid California driver's license.

EEO Category: Professional Non-Faculty