JOB SUMMARY:

Provides nursing care in accordance with departmental policies and procedures and established standards of nursing care and practice in an Ambulatory or Acute care setting. Promotes restoration of health and achievement of patient health goals through assessment, planning, implementation and evaluation in the delivery of patient care.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
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Assesses health care needs of patients. Plans, implements and evaluates care designed to meet patient health care needs.

Administers medication and parenteral fluids, obtains specimens, using established techniques. Follows appropriate procedures to maintain control over medications. Utilizes equipment and technology to implement nursing interventions and/or treatments according to departmental policies and procedures. Performs appropriate procedures independently and assists physician with more complex procedures. Responds to emergency situations using standard emergency protocols and procedures.

Identifies patients' educational needs and provides health-related information to enhance patients' understanding of medical condition and related treatments. Assists in teaching procedures.

Recognizes changes in the patient's physical and mental condition, takes appropriate action by notifying physician and/or nursing supervisor.

Triage patient phone calls and provides guidance and direction to inquiries per unit protocols.

Provides comprehensive medical record documentation that reflects all aspects of care provided during each encounter, including patient history, nursing assessment, medication list, allergy list, treatments and/or procedures, and patient education. Accurately and completely documents data for billing purposes.

Ensures that exam rooms and treatment areas are supplied and maintained adequately by support personnel.

Promotes security by alerting appropriate personnel for safety, fire and other unsafe situations. Reports any unusual occurrences to supervisor.

Maintains a safe environment in accordance with standards, policies and safety regulations. Ensures compliance with infection control policies.

Participates in monitoring and evaluating the quality and appropriateness of patient care.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No  ☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Specialized/Technical Training

Minimum Experience:
- 1 Year

Minimum Field of Expertise:
- Current/valid California State RN license

Preferred Education:
- Related Undergraduate Study

Preferred Experience:
- 2 Years

Preferred Field of Expertise:
- Clinical experience in hospital or ambulatory care or college health center.

Skills:  Other:
- Analysis
- Assessment/evaluation
- Counseling
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Problem identification and resolution
- Teaching/Training

Supervises:  Level:
- May oversee student, temporary and/or casual workers.

Supervises:  Nature of Work:
- Clerical/Secretarial
- Technical

SIGNATURES:

Employee: ________________________________  Date:______________________________

Supervisor: ________________________________  Date:______________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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