

REGISTERED NURSE-COLLEGE

Code No: 3-08-194
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for providing health care to students and employees at Monroe Community College. Employees of this class provide emergency care, care of minor acute illness, health education and health advise for students and employees. Ongoing health education directed toward elevating personal health awareness is an essential part of the work. RN's must be able to become knowledgeable about the functioning of the college and be able to work effectively with individuals and departments within the college. General direction is received from the Director of Health Services or the College Physician. Direct supervision may be exercised over a clerical staff. Assumes routine responsibility for the office in the absence of the Director of Health Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews health questionnaires/medical information on students and follows up as appropriate;

Prepares and maintains accurate health records;

Provides a variety of screening services including tuberculin skin testing for students in the Health Sciences Division; preliminary exams for students participating in intercollegiate sports, blood pressure check, etc.;

Remains alert to and reports on general health, safety and sanitary conditions in the Campus environment which may influence health;

Orders, oversees and inventories first aid and related health supplies and equipment;

Researches, orders, distributes and inventories pertinent health education literature that has been prepared off campus;

Researches and develops literature and articles for general campus distribution or for inclusion in campus publications;

Assists in the orientation of new personnel;

Participates in the development of the annual report for the department;

Assists disabled students by determining their needs, acquainting them with available services and providing individualized accommodations where necessary;

Provides care for those who have common acute illnesses utilizing standing orders where appropriate;

Provides emergency treatment for those who are injured or have a medical emergency while on campus including visitors, and arranges to transport those who require additional care;

Makes referrals to community services for those needing primary health care or other services not available at MCC;

Follows up on those who experience serious illness or injury on or off campus;

Maintains ongoing contacts with students, their families and faculty members when there is prolonged health-related absence;

Responsible for researching and arranging for ongoing formal health education programs utilizing community agencies as well as campus resources (such as Annual Health Fair, day and evening programs);

Promotes communication with individuals/departments/divisions in the College in order to identify and/or provide pertinent information, medical clearance, necessary screening/testing and other health-related services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical practices; good knowledge of community health resources; good knowledge of emergency medical treatments as appropriate; working knowledge of pharmacology, nutrition, sanitation and personal hygiene; working knowledge of teaching techniques; skill in the application of nursing techniques and practices; ability to keep records and make reports; ability to get along well with students, staff, faculty, parents, and others; ability to establish and maintain cooperative working relationships with others in the college community as well as those providing health care services in the community; ability to make independent judgments; good judgment; initiative; patience; sensitivity; physical condition to commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered school of nursing.

SPECIAL REQUIREMENT: Possession of a New York State License as a Registered Nurse.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 30, 1984