

# Position Description

**Position Title:** Registered Nurse 3

**Classification:** Full-time Civil Service Classified Position

**Function of Work:** Performs clinical duties for specialized patient set (college students), acts as manager in absence of the Director of Health Services, assist with all management responsibilities as needed, assists with health education programming and clinical outreach to campus and community.

**Supervision Received:** Registered Nurse Manager and Contracted Physicians

**Supervision Exercised:** RN's, student employees

**Qualifications:** RN license in the State of Louisiana, oral and written communication skills, minimum of 2 years nursing experience, management experience preferred.

## Responsibilities

- Conduct objective and subjective nursing examinations of college students.
- Provide individual nursing care plans through intervention, medication, teaching, testing, support, and/or referrals.
- Instruct patients on specific health care prevention and health maintenance of specific conditions.
- Administer oral, intramuscular, and subcutaneous medications and observe patients for negative reactions.
- Write individual nursing care and discharge instructions according to the policies and procedures.
- Coordinate support services on campus and in the community such as mental health and specialized clinics.
- Coordinate resources and services for vulnerable populations, i.e. flu, STD, etc.
- Maintain accurate documentation, and confidentiality of medical records.
- Consult with Director of Health Services for assessment, intervention and evaluation and continued care.
- Create and monitors clinical orientation and provides certificates for specialized training.
- Develop clinic surveys for monitoring quality care and student satisfaction of services.
- Collaborate with Campus Health and Safety Office, Disease Intervention Specialist, and Regional Epidemiologist in collection of data and case management and investigations, treatment and education.
- Provide input on efficiency and productivity of clinic; assists in review of clinic census and staffing accordingly.
- Assist in development of the budget for Health Services.
- Maintain relationships with students, families, other cooperating facilities in patient care. Establishes and maintains relationships with campus and community stakeholders such as Counseling, University Police, local law enforcement and hospitals and the Natchitoches Parish DA.
- Serve as Assistant Student Experience liaison to the NSU College of Nursing and Allied Health.
- Serve on the Natchitoches/Northwestern Coalition to End Sexual Assault.
- Assist in development of unit goals and objectives and reviews satisfaction surveys for program enhancement.
- Assist in development of referral resources for surrounding community to include pharmacies, specialist and other health related resources.