

Position Description

Position Title: Director of Health Service

Classification: Unclassified CS - RN Manager MS 521

Function of Work: Management of ambulatory care facility on a college campus

Supervision Received: Dean of Students

Supervision Exercised: RN2, RN3, Non-licensed support staff

Qualifications: Registered Nurse in the State of Louisiana credentialed and in good standing, effective in teaching, management and administrative functions. Shall demonstrate excellent written and oral communication skills with a minimum of 10 years nursing experience and a minimum of 4 years' management or supervisory experience.

Responsibilities

- Provide excellence in service to students and the Northwestern community in order to recruit and retain students.
- Establish and evaluates goals, policies and services of the Natchitoches Campus Clinic
- Serve as administrator of the campus clinic and chairs nursing policies and procedures committee and communicates standards of care to nursing staff.
- Oversee maintaining patient care in the NSU Health Services Clinic following best practices in accordance with American College Health Association, CDC, OSHA, and the Louisiana State Board of Nursing.
- Coordinate with other departments and facilities and acts a NSU liaison to the ULS Board for Health Care, the NSU College of Nursing and Allied Health, the CDC ILI Network, the State of Louisiana DHH-OPH, the Nurse Family Partnership, local healthcare providers, and community businesses and organizations.
- Maintain patient care regarding infection control and quality assurance.
- Oversee management, access, and review of clinic census for staffing needs.
- Oversee Electronic Medical Records (EMR), granting access, training staff on EMR, creating and implementing EMR documents as needed, and coordinating services between contracted vendor and NSU IT staff.
- Oversee in-service education for nursing staff and ensures compliance of standards for accreditation and licensing, training and orientation of new nursing staff.
- Oversee interviews, hiring, and training of 3-6 student workers per semester who perform duties that would be delegated to receptionist, or clerk positions.
- Oversee development of unit budget and budget analysis of expenses for future budgeting and fee scales.
- Oversee requisitioning, purchasing and management of all medical and clerical equipment and supplies for the department. Maintains adequate inventory of medications and supplies to meet patient needs and performs yearly physical inventory.
- Oversee employee time and effort reports.
- Oversee facility management and maintenance initiating requests for service as needed.
- Oversee securing and evaluating contracts with physicians and communicating with physicians regarding policy and patient care. Responsible for maintaining current policies, procedures and standing orders from physician's and updating as needed.

providers.

- Oversee development and implementation of campus health care education program and patient education.
- Maintain relationships with students, families and cooperating facilities on and off campus for quality patient care.
- Oversee provision of student health insurance programs to include consultation with procurement staff, education regarding programs and assistance to students for claims.
- Maintain confidentiality in accordance with federal laws and program policy.
- Oversee access to data and input to state and national medical sites for immunizations, STI's and other communicable diseases.
- Represent school in professional manner in all activities.
- Participate in direct patient care to include exams, testing, referrals, and the administration of meds, as directed by license and physicians. Maintains accurate documentation and follow-up. Provides for coordination of care as needed.
- Oversee scheduling appointments with the contracted physician, assisting during examinations, and carrying out medical orders.
- Oversee the proper procedure and accurate performance of CLIA waived diagnostic tests. Maintain correct registration status with state laboratory regulation department.
- Engage in professional service and campus committee work.
- Oversee for collection, interpretation, and reporting of data obtained from patients' satisfaction survey.