CLARK ATLANTA UNIVERSITY
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Staff Nurse/Registered Nurse</th>
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<tr>
<td>Department:</td>
<td>Student Health Services</td>
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<td>Reports To:</td>
<td>Physician and Director of Student Health Services</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The staff Nurse is supervised by the university Physician and the Director of the Student Health Services Center. She/he is responsible for providing nursing care to students of Clark Atlanta University in a primary health care setting. This care may include identification and management and or referral of health problems and the maintenance of the student consumer’s health through intervention and education.

**Examples of Duties and Responsibilities:**

**Function of Position**

Responsible to the director of the Student Health Clinic for evaluating and treating student health complaints following nursing protocols; ensuring the scientific application of the principles of nursing science, patient safety, and patient teaching; utilizing nursing skills in health promotion, disease prevention and restoration of health; and performing other related duties as assigned.

**Essential Functions**

Evaluates and provides nursing assessment of health problems of students to determine appropriate level of care needed.

Provides treatment for selected health problems under nursing protocol.

Documents assessment and care in health record.

Refers patients needing care by nurse practitioner or physician; schedules appointments as needed.

Assists nurse practitioner/physician with examinations procedures, dispensing medications and patient teaching.

Assists with patient follow-up, contacting patients about findings of laboratory and other investigations, need for additional care, etc.

Administers injections including immunizations and insures appropriate patient screening, teaching and observation following injection.

Counsels patients regarding their health risks, health problems, treatment options and appropriate use of the health care system.
Provides appropriate first aid and life support to patients undergoing medical emergency.

Performs non-complex physical examinations.

Educates students regarding promotion of health and prevention of illness including sexually transmitted diseases, family planning/contraception, nutrition and health related behaviors.

Maintains quality assurance logs

Maintains familiarity with applicable health and safety regulations and ensures compliance.

Facilitates provision of appropriate patient and health education activities including presentations at outreach programs.

Performs non-essential duties assisting with the maintenance of the health center.

Knowledge, Skills and Abilities:

- Knowledge of advance nursing skills and techniques.
- Knowledge of current developments in health related area.
- Knowledge of health sciences and nursing procedures as practiced in college health and in clinic settings.
- Knowledge of policies and procedures.
- Ability to communicate effectively with university personnel at various levels, students, parents, representatives of the community and medical community.
- Ability to keep records and reports.
- Ability to work independently and make decisions regarding patient care.
- Ability to maintain confidentiality of patient records.

Minimum Hiring Standards:

<table>
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<tr>
<th>Education</th>
<th>Must possess a current Georgia State Registered Nurse license and be in good standing with the Board of Nursing.</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>Must have three or more years experience in a primary health care delivery setting (or related experience). Must be proficient in physical assessment and related treatment protocols.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>Not required.</td>
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