

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COLLEGE NURSE

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide medical care for sick or injured students; provide health-related services to students; perform a variety of general administrative duties as needed.

REPRESENTATIVE DUTIES:

Provide medical care for sick or injured students; observe and record pertinent symptoms on medical records; administer first aid and cardiopulmonary resuscitation; arrange emergency transportation to medical facilities; interpret needed medical services to student. *E*

Perform blood, urine and skin tests; administer vision and hearing tests; make referrals to health care providers to remediate problems. *E*

Administer treatments and medication under the direction of a physician; dispense drugs and make devices such as splints; change dressings; adjust crutches for patient as ordered by physician and give appropriate patient education. *E*

Assist in preparing labels and placing medication in childproof containers; ensure medication is correctly labeled with the information required to comply with applicable federal and state codes. *E*

Distribute, replenish and sterilize first aid kits; sterilize instruments, dressings and thermometers; order medications, antibiotics and other supplies as needed. *E*

Provide health education material for students; correspond with a variety of health agencies to request additional charts and pamphlets. *E*

Assure clean and sterile areas as needed. *E*

Perform a variety of clerical tasks as needed; type and complete accident reports; maintain a variety of files.

Attend a variety of professional workshops, seminars, conferences and meetings as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures and methods of first and cardiopulmonary resuscitation.
Preparation and administration of drugs and medications.

Chemical sterilization techniques.
Public health education.
Principles and procedures of record keeping.

ABILITY TO:

Administer first aid and cardiopulmonary resuscitation.
Observe and take vital statistics.
Observe, interpret and administer necessary medical services.
Operate a variety of standard medical equipment.
Perform laboratory tests and interpret results.
Respond to student requests and inquiries.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in nursing or a related field and three years of increasingly responsible nursing experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, an appropriate, valid California Public Health Nurse Certificate.
Possession of, or ability to obtain, an appropriate, valid California School Nurse Credential.
Possession of, or ability to obtain, an appropriate, valid California Audiometry Certificate.
Possession of, or ability to obtain, an appropriate, valid California Vision Screening Certificate.
Possession of, or ability to obtain, an appropriate, valid California Cardiopulmonary Resuscitation Certificate.
Possession of, or ability to obtain, an appropriate, valid California Emergency Care Card.
Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

4 a. Ability to work at a desk, conference table or in meetings of various configurations.

- 2 b. Ability to stand for extended periods of time.
- 4 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter and observing students and patients.
- 4 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 g. Ability to bend and twist.
- 1 h. Ability to lift and move patients without restrictions.
- 1 i. Ability to carry 10 lbs.
- 1 j. Ability to operate office equipment.

HAZARDS:

Potential exposure to bodily fluids and bloodborne pathogens.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.