

# Sam Houston State University Human Resources

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## Staff Classification Description – Nurse, Charge Registered (RN)

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N095 (E1)  
**Grade:** 17  
**Date:** 11/2014

**Department:** Student Health Center

**Educational & Experience Requirement:** Graduation from an approved nursing school with a valid and current RN license as approved by the Texas State Board of Nurse Examiners. Ten years of nursing experience with a minimum of three years in a supervisory or leadership capacity. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Oversees the nursing care delivered at the Student Health Center (SHC). This position implements the SHC's objectives and administrative policies. Maintains patient and staff confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) regulations.

**Supervision Given & Received:** Works under minimum supervision and will directly supervise all nursing staff.

**Primary Responsibilities:** Supervises the care, treatment and services provided to patients by the nursing staff. Supports the efforts of the nursing staff by providing direct patient care when needed. Ongoing assessment and reassessment of patients and workflow, and reporting concerns or changes to medical providers and/or administration as needed. Organizes, prioritizes and delegates workflow to the nursing staff on a daily basis. Oversees completion of Health Center specific tasks, to include: refrigerator logs, medication audits, defibrillator checks, patient tracking, etc. Documents the performance of staff nurses, performs staff evaluations, counsels nurses regarding performance concerns as needed. Develops performance improvement plans with measurable goals and provides appropriate support and follow-up with employees. Performs administrative duties to include creating schedules, managing staff requests, and approving requests as appropriate. Identifies opportunities to improve patient processes and outcomes. Active participation in ongoing quality improvement studies. Identifies opportunities to improve care and work processes and implements strategies to develop corrective action. Develops and implements training courses and organizes seminars to help educate and train new and existing staff. Assumes the responsibilities as the Infection Control Nurse and coordinates these duties with administration. Responsible for SHC Risk Management duties as delegated by administration. Triage students who present to the SHC in need of care but without an appointment as needed. Utilizes RN assessment skills in triaging patients, determines the urgency of care, and reprioritizes the workflow in the clinic to ensure these needs are met. Provides a leadership role with technological training and education to the nursing staff. Functions as a role model in delivering exceptional customer service to patients, other nursing staff, front office staff, providers, and the university community. Performs other related duties as assigned.

**Other Specifications:** Must have demonstrated ability to supervise nursing personnel in meeting the needs and activities to achieve optimal patient care. Must follow infection control and medical standards. Proficient computer skills required. Work schedules may vary as required by the Health Center. May be responsible for office tasks such as data entry, filing, stocking, reports, scheduling, and patient follow-ups. Contact as required with other University departments, students, and visitors. Position requires attention to detail, good organizational and analytical skills, ability to quickly and accurately assess patients' conditions, a caring and sympathetic manner, and the ability to handle emergencies and remain calm in stressful situations.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**