

Sam Houston State University Human Resources

Staff Classification Description – Nurse, Registered

Skill Category: Professional
Position (Employee) Class: 3N092 (E1)
Grade: 12
Date: 11/2014

Department: Student Health Center

Educational & Experience Requirement: Graduation from approved nursing school and registration with the Texas Board of Nurse Examiners. Bachelor's degree equivalency. Two years of experience as a practicing registered nurse in a recognized public health agency, hospital or other health care facility, or related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs responsible professional nursing work according to standard procedures prescribed by the University Health Clinic. Cares and treats patients according to accepted nursing and medical standards.

Supervision Given & Received: Works under general supervision from the Charge Nurse with general oversight provided by the Nursing Coordinator.

Primary Responsibilities: Implements the Student Health Center's (SHC) 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. Coordinates, monitors, and ensures the continuity of care. Collaborates with medical providers in the organization, planning, and delivery of care. Identifies patient needs and problems, and implements nursing actions to meet those needs or resolve those problems. Demonstrates organizational, prioritization skills, and assistance to team members while acting as a clinical resource within the SHC. Provides nursing care for sick and injured students. Performs treatment and preventative measures established as standard clinic procedures as prescribed by clinic physicians or providers. Works independently, solves, and makes appropriate decisions within the scope of license. Administers routine preventive immunizations and tests and performs preliminary screening to determine if student or students need the physician's attention. Records on students' Electronic Health Record (ERH) pertinent information concerning care and medication. Prepares and assists with physical examinations. Prepares students for minor surgery and assists the physician where necessary. Practices within the boundaries of license and compliance with adverse incident reporting system. Performs routine office tasks such as filing, stocking, ordering and evaluation of supplies for ordering, reports, scheduling, and patient follow ups. Performs other related duties as assigned.

Other Specifications: Follows infection control and medical standards as set out in Universal Precautions protocols. Alertness and careful attention is required to prevent injury to self or others. May be responsible for office contact as required with other University departments, students, and visitors. Reports directly to the Charge Registered Nurse. Will serve on risk management committee and other committees as assigned. Must be proficient in computer skills. All documentation is recorded in an electronic health records system. Must demonstrate a good attitude toward change, professional growth, and team work. Must communicate effectively with outside medical facilities, students, other university departments, and visitors. Must work efficiently due to busy schedules. Must work within the scope of license and continue education as required. Work schedules may vary as required by University Clinic.

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.