

University of Houston – Clear Lake

Position Description

Job Title: **Director, Student Health Services**

Job Code: **2274**

Pay Grade: **070**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	MS degree in Nursing.	Nurse Practitioner in Adult, Family Healthcare or GYN.
Experience	Minimum of five years of healthcare experience. Minimum of two years of administrative experience in a medical services setting.	Administrative experience in a College Student Health Center.
License/Certification	RN License; State of Texas; Current CPR certification.	CNP license in the State of Texas

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The director provides leadership and oversight of Student Health Services at UHCL. The director is responsible for all operations of the unit including planning, assessment and evaluation activities. Responsibilities include supervision of Health Services staff, student workers, and a Class D Pharmacy. The director makes medical assessments and provides treatment under the supervision of a physician. This position is responsible for all medical liability issues as well as state and federal regulations. The director collaborates with other offices to provide health education and outreach. The director serves on various university committees and performs other duties as assigned.

Duties and responsibilities	% Time
Counsels and educates clients on health related issues. Assesses medical problems for treatment and referral; performs other medical services as appropriate. Serves as the primary medical resource for campus emergencies.	30
Performs administrative functions including planning, budget development and monitoring multiple cost centers, negotiation and initiation of agreements for contract professionals and lab services. Serves as UHCL representative in deliberations of annual student insurance plan. Facilitates projects, program development and planning activities as well as special duties assigned by the Associate Vice President.	25
Provides leadership and team building for the Student Health Services staff. Supervises nursing staff, support staff, and student employees. Organizes staffing and scheduling to meet changing needs. Conducts performance reviews, hires, supervises and consults with contract professionals including physicians and pharmacist on an ongoing basis. Hires professionals for special programs and events.	20
Develops and implements an extensive education and outreach program to UHCL students. Collaborates with other offices on educational programming. Maintains a resource library and web resources to provide health related information.	15

Reviews and audits records with physicians for quality assurance. Supervises creation and update of all policies, procedures, medical protocols and forms. Oversees all medical operations for liability issues, supervises adherence to federal and state regulations for OSHA, CLIA, ADA, and State of Texas Pharmacy Board.	10
--	----

This position description describes the general qualifications, duties and responsibilities of work being performed.