

University of Houston – Clear Lake

Position Description

Job Title: **Registered Nurse II**

Job Code: **2883**

Pay Grade: **050**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Nursing. Continuing education credits (20 every two years).	
Experience	Two years experience in a medical outpatient setting.	Educational setting preferred. Bilingual (English/Spanish)
License/Certification	Registered Nurse - State of Texas. AED/CPR for Health Professionals.	

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

POSITION SUMMARY

Provide nursing assessment, health counseling, treatment, and education to diverse students, staff and faculty; oversee lab and pharmacy operations; assist with Health Center Screenings, programs, and promotions; serve as a representative of the Health Center; respond to health related emergencies; other related duties as assigned; bilingual (English/Spanish) would be an asset. Develop and implement a proactive outreach health and wellness programs for students .

Duties and responsibilities	% Time
Perform nursing assessment, treatment and documentation.	25
Provide education focusing on current disease processes, those affecting students, staff and the community.	25
Provide medication and perform nursing procedures supporting health prevention.	10
Respond to health emergencies and provide emergency first aid and nursing care.	10
Organize and assist with medical clinic and triage patients with Nurse Practitioner and Health Services Physician, and provide clinical follow up.	10
Provide health counseling addressing student and faculty health concerns.	10
Assess pharmaceutical inventory to validate: drug names, quantity, and expiration dates. Maintain continued education units to support personal professional growth.	10

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