

JOB INFORMATION

Effective Date	10/25/2021
Job Code:	2883
Job Title:	Sr. Registered Nurse
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Student Health & Wellness
Job Family:	Health & Medical
Job Summary	The Senior Registered Nurse will oversee, coordinate, functionally supervise, and participate in the performance of a variety of duties involved in providing quality total nursing care to a diverse student population in a University Health Center environment. The Sr. RN will oversee pharmacy operations; provide Health Center screenings and educational programs to promote health awareness; and implement a proactive health and wellness outreach program to encourage our students to utilize the Health Services Center. The Sr. RN establishes specific goals for patient care; expedites workflow; implements specific procedures and programs; and ensures compliance with all operating policies and procedures as well as pertinent rules and regulations. The Sr. RN will respond to health related emergencies and other related duties as assigned.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Bachelor's Degree in Nursing from an accredited School of Nursing. Continuing Education Credits (20 every two yrs.)	Required	
Master's Degree	Master of Science in Nursing.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Minimum of four (4) Years' experience as a clinician in a school/college, medical outpatient setting, community health, acute/urgent, or emergency care setting.	Required	
Less than 3 yrs	Experience in a University/Higher Educational setting in a Health Service Center/Infirmary	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Registered Nurse licensed in the state of Texas-AED/CPR for Health Professionals.		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to use effective communication skills to collect objective and subjective data to obtain a complete picture of the patient symptom's and health concerns.	Skilled
• Ability to use adult assessment skills to assess patient symptoms and health concerns and use consistent documentation of nursing/medical interventions and nursing evaluations.	Skilled
• Ability to use teamwork skills to problem solve and collaborate on patient health concerns with the nursing/medical team.	Skilled
• Ability to use teaching skills to educate and present current health issues to patients concerning their health needs.	Skilled
• Ability to use time management skills to prioritize the severity of patient care needs to promote patient safety and meet patient health concerns in a timely matter.	Skilled
• Ability to use interpersonal skills to create an environment of trust and safety and maintain patient confidentiality, privacy, and integrity.	Skilled
• Knowledge of HIPPA/CLIA rules and regulations.	Skilled
• Knowledge of and able to demonstrate competency as a Phlebotomist.	Skilled
• Refer patients to appropriate health care provider for definitive care of chronic, serious, and suspicious health complaints.	Skilled
• Monitor and maintain appropriate levels of medical supplies and medications.	Skilled
• Understand oral and written directions.	Skilled
• Work independently and effectively in the absence of supervision.	Skilled
• Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic and disabled population of college students.	Skilled
• Establish and maintain effective working relationships with those contacted in the course of work.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provide nursing assessment, treatment, health education/counseling, and documentation, addressing student, faculty, and staff health concerns. Issue medications by protocol. Perform phlebotomy procedures.	20%
• Organize and assist with Chiropractic, Medical, and Gynecology Clinic's and triage/educate patients with our medical and professional nursing team and provide clinical follow-up.	15%
• Provide health screening/education focusing on current disease processes affecting students, faculty, staff, and the community. Provide clinical expertise/education on psychiatric patients, in a once a month meeting with the Counseling Center MD and professional staff. Maintains and organizes educational literature files.	10%
• Coordinate and assist with program development and implementation.	10%
• Provide training, work direction, and guidance to staff.	10%
• Coordinate pharmacy operations by assessing pharmaceutical inventory with the Pharmacist to validate drug names, quantity, and expiration dates, and update the monthly inventory excel sheet of medications sold.	10%

Essential Functions

Essential Function	% TIME
• Administer vaccines; check expiration dates; report the number of vaccines sold and report to Office Assistant the amount to purchase.	5%
• Respond to health emergencies and provide emergency first aid and nursing care.	5%
• Maintain continuing education units as required to support personal and professional nursing growth.	5%
• Consults with and assists Director and assumes responsibilities of the Director in her absence as indicated.	5%
• Performs All Other Duties As Assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description