

JOB INFORMATION

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|-------------------------|---|
| Effective Date | 10/25/2021 |
| Job Code: | 2883 |
| Job Title: | Registered Nurse II |
| 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 University of Houston-Clear Lake is actively seeking an experienced, enthusiastic and innovative Registered Nurse II with the ability to provide nursing assessment, treatment, health education/counseling and documentation addressing health concerns of a diverse population of students, staff, and faculty in a university health center environment. |

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 | Graduate from an accredited baccalaureate school of nursing. Continuing Education credits (20 every two yrs) | Required | |

Work Experience

| Experience | Experience Details | Required/ Preferred | |
|-----------------|--|------------------------|--|
| Some | years of experience in a medical outpatient 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

Licenses and Certifications

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Preferred | |
|-------------------------|--|------------|--------------------|-------------|
| | KSAs | | | Proficiency |
| | • Proficiency in Microsoft Office suite. | | | |

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

| Essential Function | % TIME |
|--|--------|
| • Issue medications by protocol. Perform phlebotomy procedures per CPL requirements. | 30% |
| • Organize and assist with our medical and professional nursing team with patient triage, education, health screening and follow-up with all patients relating to MD orders/education. | 25% |
| • Respond to health emergencies and provide emergency first aid and nursing care. | 15% |
| • Administer vaccines; check expiration dates; report the number of vaccines sold and report to Office Assistant the amount to purchase. | 15% |
| • Maintain continuing education units as required to support personal and professional nursing growth. | 10% |

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 | | | | | | |

Physical Demands

| Physical Demand | N/A | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-----|--------|--------------|------------|------------|--------|
| Reaching | | | | | | |
| Handling | | | | | | |
| Grasping | | | | | | |
| Feeling | | | | | | |
| Talking | | | | | | |
| Hearing | | | | | | |
| Repetitive Motions | | | | | | |
| Eye/Hand/Foot Coordination | | | | | | |

Working Environment

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

Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
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