

**NURSE ASSOCIATE**

**DEFINITION**

Provides services in the Health Center by performing a variety of nursing duties.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Associate Dean, Health Services.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

**EXAMPLES OF DUTIES**

Performs nursing duties including but not limited to:

Health counseling and health direction to clients; makes assessments and referrals.

Provides crisis intervention.

Assists with doctor office hours, makes appointments; assists physicians, prepares patients for examinations.

Maintains examination rooms for visits.

Prepares, reviews, and tallies patient records.

Administers injections, Tuberculosis skin tests and initiates follow-up as necessary.

Performs screening laboratory tests (e.g., dipstick urinalyses, and pregnancy tests).

Performs irrigations and dressings; Initiates follow-up.

Performs first-aid care for all injured persons and initiates follow-up.

Maintains and ensures confidential medical records; participates in collecting and analyzing data for monthly, and semester reports for Health Center usage.

Gathers information for accident reports and insurance claims.

Provides health counseling for health problems/conditions (e.g., high blood pressure).

Maintains Health Center supplies, equipment and examination areas in clean and orderly condition, on a regular basis.

Maintains inventory of current medical and surgical supplies, safely discarding outdated products on a monthly basis.

Operates Health Center equipment such as copier, sterilizer, washer, dryer, keyboarding equipment, printers and shredder.

Complies with policies and procedures of the Health Center and participates in the updating of all standardized procedures as required by law, nursing procedures, office procedures, policies and handouts.

## **EXAMPLES OF DUTIES (continued)**

Participates in the hiring and orientation of new employees.

Selects, trains, evaluates and maintains schedules of student workers.

Performs related work as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Current practices and techniques of nursing.

Standard laboratory tests and safe laboratory techniques.

Health assessment techniques.

First Aid and CPR.

Accepted universal precautions.

### **Ability to:**

Maintain accurate records.

Performs keyboard functions.

Evaluate student health problems and determine appropriate action.

Work cooperatively with students, employees and the public.

Perform calmly and efficiently in an emergency.

Interview, train, and provide work direction to student workers.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

Current California Registered Nurse License. Must meet standards of Nursing Practice Acts.

Current CPR provider card (American Red Cross or American Heart Association). May be obtained during probationary period.

Two years of progressively responsible public health or industrial nursing experience within the past five years.

### **Desirable:**

Bachelor's degree from an accredited four-year college or university with a major in Nursing may be substituted for the required experience.

Experience working with adults.