Saint Michael's College  
Job Description

Job Title: College Health Nurse

Department: Student Health Services

Supervisor or Manager: Director of Student Health Services

Date Created: 12/20/04  Last Revised: 12/20/04  FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Primary health care is provided to students of St. Michael’s College within the accepted professional nursing standards and protocols approved by the Vermont State Board of Nursing

Essential Duties and Responsibilities:
- Devises, implements, and evaluates plans of care utilizing sound clinical judgment based on assessment of the physical, psychological, emotional, societal and environmental needs of the student
- Provides education about diagnosis, treatment of medical condition, and appropriate preventive measures as needed
- Offers continuity of care as needed, based on original and/or ongoing assessment of student’s status
- Assesses real and or potential health hazards relating to current health status, including analysis of risky behaviors that cause impact on health status
- Educates and encourages students to recognize and change behavior that has a negative impact on their health
- Assists individuals to assume responsibility for the prevention of illness and the promotion, maintenance and restoration of health
- Works collaboratively with the nursing staff at SMC Student Health Services, seeking consultation with Nurse Practitioners when clinical care exceeds the RN scope of practice as established by the Vermont State Board of Nursing
- Consults, refers, and collaborates with other disciplines involved in the delivery of total student care within the SMC community (i.e. Student Resource Center, Campus Ministry, Residential Life, Athletic Trainer, etc.) and the greater community after consulting with the NP/MD
- Acts as a resource to the campus community with regard to health issues
- Demonstrates evidence of professional growth by maintaining professional certification through continuing education
- Participates in professional Quality Assurance program, including annual peer review
- Addresses needs and problems of special students in a professional, objective, caring and creative manner
- Provides support to parents concerned with their child’s illness, while respecting the confidentiality of the student
- Documents in charts utilizing clear, concise language noting the reason for a student visit, the objective findings upon examination, the assessment of the problem, and plan for treatment with follow up of care as needed
- Evaluates outcomes of nursing care
- Conducts physical assessment, diagnosis and treatment (including prescriptive medicines) under established health protocols

Secondary Responsibilities:
- Provides preceptor training of baccalaureate nursing students
- Assists with training of new staff members
- Trains work-study students on procedures and policies within Student Health Services
- Orders medical, pharmaceutical, and laboratory supplies as needed
- Performs other duties and responsibilities as deemed necessary by the Director of Student Health Services

Positions Supervised:
- Work-study students
Major Contacts:
- Student members of the SMC community
- Athletic trainers
- Personal counselors from Student Resource Center
- Student Life staff
- Campus Ministry staff
- Consultants (physician and nutritionist)
- Members of health agencies outside of SMC, i.e. Vermont Department of Health; physician offices both local and out of state; Fletcher Allen Health Care, i.e. emergency, laboratory, health care professionals, etc.
- Parents of students attending SMC
- SIS staff

Demonstrates Excellence:
- Communicates effectively in a non-threatening manner and has a non-judgmental approach when interacting with others
- Conveys open-mindedness regarding issues and concerns of students
- Exhibits a desire to truly help those in pain whether it be physical, emotional, or spiritual
- Is a good listener and treats others with a caring, compassionate and empathetic manner
- Maintains student/patient confidentiality at all times and advocates for students whenever possible
- Recognizes and performs within accepted scope of practice
- Displays a sensitivity and knowledge of cultural differences among students
- Treats all who come in contact with Student Health Services in a respectful manner
- Educates students about their health so they will become smart consumers of the healthcare system and advocate for themselves upon leaving SMC
- Makes competent decisions utilizing education and skills obtained through professional education and development
- References the Nurse Practice Act as established by the Vermont State Board of Nursing for nursing standards of practice
- Possesses excellent interpersonal skills, with a positive and enthusiastic attitude, and the ability to deal effectively with a variety of people in a broad range of relationships and situations
- Remains calm in emergency situations and is compassionate when dealing with angry/frustrated students and parents

Education and Work Experience:
- Bachelor’s degree
- 3 or more years of experience as a Registered Nurse, preferably in college health

Analytic Skills:
- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills:
- Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills:

<table>
<thead>
<tr>
<th>Software</th>
<th>None</th>
<th>Working Knowledge</th>
<th>Intermediate</th>
<th>Highly Proficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Word</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Excel</td>
<td>x</td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Microsoft Publisher</td>
<td></td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Microsoft Powerpoint</td>
<td></td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Microsoft Outlook</td>
<td></td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>x</td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>x</td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Quark</td>
<td>x</td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Datatel</td>
<td></td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Internet Research</td>
<td></td>
<td>None</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
Licenses, Certifications and Other Requirements:
- Vermont Registered Nursing license (renewed every 3 years)
- Certification in CPR annually

Physical Demands:
Work requires:
- Sitting, standing and walking
- Dexterity sufficient to manipulate objects with fingers, for example venipuncture
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- Limited physical effort
- Limited exposure to physical risk-communicable diseases

While performing the duties of College Health Nurse, the employee must occasionally lift and/or move up to 26–50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Availability to work some weekend hours
- Advanced physical assessment skills
- Flexibility to work a 40 week position for the academic year

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.