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:
- Saint Michael’s College Student Health Services is managed and directed
- The provision of health care and health care education to SMC students is supervised
- Primary health care to students of SMC is provided within the accepted professional nursing standards and protocols approved by the Vermont State Board of Nursing
- Clinical guidelines approved by the Vermont State Board of Nursing are utilized as protocols for practice
- A collaborative relationship with the SMC physician consultant is practiced

Essential Duties and Responsibilities:
- Provides quality personnel management, including evaluating the performance of Student Health Services personnel
- 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, providing consultation for Registered Nurses 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 consultation with the NP/MD
- Acts as a resource to the campus community with regard to health issues
- Demonstrates professional growth by maintaining professional certification through continuing education
- Stays involved 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 and supervises performance of professional Quality Assurance program
- Performs physical assessment, diagnosis and treatment (include prescriptive medicines) under established health protocols
- Provides and updates Student Wellness program
- Manages and revises Student Health Services budget as needed
- Acts as a liaison with student advisors
- Monitors public health risks in local and SMC community

Secondary Responsibilities:
- Assists with OSHA training of SMC staff
Saint Michael’s College
Job Description
Job Title: Director, Nurse Practitioner

- Plans for campus-wide emergency preparedness
- Serves on campus-wide committees
- Maintains collaborative relationships with other Student Health Directors on College Health level
- Performs other duties and responsibilities as deemed necessary by the Vice President of Student Life

**Positions Supervised:**
- Nurse Practitioners – 2+
- Registered Nurses – 3+
- Administrative Assistant – 1
- Nutrition Consultant – 1
- Physician Consultant – 1

**Major Contacts:**
- Student Health Services Department staff
- SMC Faculty, Staff Directors/staff
- Student members of the SMC community and their parents
- Athletic trainers
- Personal counselors from Student Resource Center
- Residence Life Director/staff
- Edmundite Campus Ministry Director/staff
- Consultants (physician and nutritionist)
- Health care specialists and members of health agencies outside of SMC, i.e. Vermont Department of Health; healthcare offices both local and out of state; Fletcher Allen Health Care, i.e. emergency, laboratory, health care professionals, etc.
- SIS staff
- Student Resource Director/staff
- VP of Human Resources/staff
- Director of Safety and Security
- Associate Dean of the College
- Registrar/staff
- Director of Multicultural Programs
- Director of Edmundite Campus Ministry
- Vice President for Financial Services and staff
- Athletic Director/assistants
- Director of Food Services
- Vermont State Health Department officials

**Demonstrates Excellence:**
- Provides high quality leadership, personnel management and acts as a respectable role model for staff
- Handles fiscal responsibilities with utmost attention to detail and manages departmental budget efficiently
- 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
- Effectively evaluates outcomes of nursing care
- 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 health care system and advocate for themselves upon leaving SMC
- Makes competent decisions utilizing education and skills obtained through professional education and development
- Demonstrates proficiency in diagnosing and treating multiple health issues
- Possesses excellent interpersonal skills, with a positive and enthusiastic attitude, and the ability to deal effectively with a variety of people
- Remains calm in emergency situations and is compassionate when dealing with angry/frustrated students and parents
Saint Michael’s College  
Job Description  
Job Title: Director, Nurse Practitioner

**Education and Work Experience:**  
- Master’s degree  
- 2 or more years experience as a nurse practitioner, preferably in a college setting  
- Management experience preferred

**Analytic Skills:**  
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**  
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**  
- Vermont Advanced Practice Registered Nurse License with Prescriptive Authority  
- Certification by American Nurses Credentialing Center as Adult or Family Nurse Practitioner  
- CPR Certification

**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 Director, Nurse Practitioner, 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 clinical hours and occasional evening hours for student programming required  
- Flexibility to work a ten month salaried position from August 1 to May 31

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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.