



Job Description

JOB TITLE: Health Services Coordinator

LAST REVISED: SEPTEMBER 2000

DEFINITION

Under administrative direction of an educational administrator, to plan, implement, and administer College Health Center programs and services, provide direction to College Health Center staff, directly provide health care to District students and staff, and perform related work, as required.

JOB CHARACTERISTICS

Incumbent is responsible for participating in recruitment and selection of College Health Center staff at multiple campus locations and for orienting, supervising, evaluating classified and student and/or other temporary help, and assisting in peer-review evaluations of full-time and adjunct faculty College Health Center staff members.

EXAMPLES OF FUNCTIONS AND TASKS

Direct Care - ESSENTIAL: Obtain medical histories; perform physical examinations; make assessments/diagnoses; develop and implement individualized care plans in accordance with Standardized Procedures; Maintain currency of knowledge of techniques and procedures for providing patient counseling, health education, patient referral for appropriate medical care, and direct patient care; maintain confidentiality of information provided by and to patients, as appropriate and in accordance with District policies and procedures; provide medical care as stipulated in protocols developed by incumbent in collaboration with College Health Center physicians; furnish drugs or devices in accordance with Article 8, Section 2836.1 of the Nursing Practice Act, including implementing rules and regulations issued by the California Board of Registered Nursing (BRN); observe mandatory requirement to provide patients with pregnancy counseling, pregnancy testing, birth control information and/or materials, and community referrals, as necessary and/or as requested by patient(s).

Emergency Care - ESSENTIAL: Maintain currency of knowledge of techniques and procedures for providing emergency and/or first aid care to patients, with appropriate referral(s), as necessary; observe provisions of District policy as contained in the District Injury and Illness Program Plan, Bloodborne Pathogens Exposure Control Program Plan, and other policies and laws, as applicable; actively participate as member of the District Crisis Intervention Team, as required.

Program Development - ESSENTIAL: Assess needs of District students and staff with regard to College Health Center program planning and take action to meet them; provide for service user input into current and proposed College Health Center programs and services.

Staff Supervision - ESSENTIAL: Observe work performed by College Health Center staff members to assure compliance with applicable policies and procedures; directly evaluate performance of classified and student and/or other temporary help College Health Center staff members; directly evaluate quality of work performed and contract compliance of Physicians retained by the District to perform services as independent contractors; assist in peer evaluations of full-time and adjunct faculty College Health Center staff members as a participant on peer review committees.

Record-keeping - ESSENTIAL: Maintain confidential medical records of students and other College Health Center patients; maintain records of regulatory compliance and standards for storage of biologics, specimens, and medications with regard to proper refrigeration; record hours worked, meetings attended, etc., to maintain accountability with terms of contract; in absence of Administrative Services Technician II- College Health Center, compile and maintain routine statistical and/or other information for data tracking and records management.



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Budgeting - ESSENTIAL: Develop and present budget proposals for College Health Center programs to the Dean, Student Support Services Division; monitor existing College Health Center budgets; evaluate spending requests; assess equipment and supply needs and take action to meet them.

Environmental Health - ESSENTIAL: In coordination and collaboration with the District's Environmental Health and Safety Specialist, assist in determinations for compliance with applicable public health and occupational and environmental safety laws, regulations, and policies; instruct and/or assist in instruction of students and/or staff in basic to advanced first aid and cardio-pulmonary resuscitation (CPR), as requested.

Precept Nursing - ESSENTIAL: Coordinate with District Nursing Department staff members to precept student nurses, including orientation to College Health Center programs and services and to careers in school nursing; serve as a professional role model for Student Nurses.

Liaison - ESSENTIAL: Interface with Placer County Public Health Department (PCPHD) to obtain immunization and birth control materials for use in the College Health Center facilities; speak on various topics for students in District Residence Hall facilities and for Instructors for instructional skill development; contact representatives of area service organizations for donations of materials and services for District students, as appropriate and feasible; contact area Physicians and Dentists for arrange for reduced fees and other donations of services for District students, as appropriate and feasible. **PERIPHERAL:** Arrange for blood drives on District premises with area Blood Banks and direct activities of Administrative Services Technician II- College Health Center with regard to use of facilities requests and other documentation and arrangements.

Related Professional Responsibilities - ESSENTIAL: Maintain currency in areas of content and clinical expertise and keep abreast of current trends and issues in Nursing, Medicine, and Nursing Education; adhere to all established program policies in performing all responsibilities; promote departmental cohesion and maintain positive professional relationships with peers, other faculty, staff, students, clinical agency personnel, and the general public; attend and/or participates in a variety of local professional Nursing and Nursing Education meetings, conferences, and workshops; participate in departmental, shared governance, and staff development activities, as appropriate and feasible; respond in writing to requests for information (e.g., employment process questionnaires, unit planning guides, environmental impact reports, etc.). **PERIPHERAL:** Represent department by serving on campus-wide committees; serve on employee selection committees, as requested; attend Board of Trustees and/or College Council meetings, as necessary; read and respond to information polls distributed by the Faculty Senate.

MINIMUM QUALIFICATIONS

Licenses/Certifications:

ESSENTIAL: Incumbent must possess a Master's Degree or higher degree in Nursing from an accredited college or university OR a Bachelor's Degree in Nursing AND a Master's Degree or higher degree in Health Education or Health Science from an accredited college or university OR the equivalent as determined by the California BRN and/or the District Equivalency Committee, as appropriate AND a current license as a Registered Nurse (RN) as issued by the BRN. Incumbent must also possess a valid California Class C or higher Driver's License in order to accomplish official travel between District sites and other destinations in District or privately owned vehicle.

PERIPHERAL: Incumbent must be a licensed "Nurse Practitioner" as determined by the California BRN.

Knowledge of:

ESSENTIAL: Fundamentals of nursing; teaching principles and methods and their impact on the learning process; nursing education trends and issues; nursing theory; techniques and procedures for providing patient counseling, health education, patient referral for appropriate medical care, and direct patient care; hearing and vision testing/screening procedures, techniques, and equipment operation; concepts, principles, and techniques of staff supervision; employee performance evaluation processes and procedures, including those for peer



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evaluation of adjunct faculty members; budgeting and basic fund accounting principles and techniques; microcomputer operation, including database management, spreadsheet, word processing, and Internet® access software packages/applications.

Ability to:

ESSENTIAL: Obtain medical histories; perform physical examinations; make assessments/diagnoses; develop and implement individualized care plans in accordance with Standardized Procedures; Provide patient counseling, health education, patient referral for appropriate medical care, and direct patient care; manage college health center(s), including clinical aspects; provide hearing and vision testing/screening, operate specialized medical equipment, and interpret testing/screening results; administer program budget(s) and apply basic fund accounting principles and techniques; type/keyboard and/or utilize mouse to operate microcomputer to utilize database management, spreadsheet, word processing, and Internet® access software packages/applications and host computer network utilities for Internet® access and to send and receive electronic ("e") mail; maintain composure in stressful and/or emergency situations and make independent decisions and arrive at logical conclusions regarding issues of medical care; perform minor surgical procedures; draw blood and observe precautions as outlined in the District Bloodborne Pathogens Exposure Control Program Plan and/or other applicable protocols; observe proper protocols for storage and transfer of specimens; administer vision screening, hearing screening, and tuberculin skin tests; give immunization and/or other injections and observe proper protocols; operate autoclave and other medical equipment; maintain positive demeanor with patients and maintain positive working relationships with students, staff, and the general public; work independently; function well under pressure from deadlines, timeframes, etc.; communicate effectively orally and in writing; follow oral and written directions.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function indoors in a medical clinical environment engaged in work of primarily a sedentary to moderately active nature and to perform the following, with or without reasonable accommodation: Constantly: Maintain cardio-vascular fitness to function under stress in emergency and crisis situations. Almost Constantly: Utilize speech and hearing for normal and telephonic conversation; utilize vision (near) to read written materials, computer screens, patient charts, and observe patient symptoms. Frequently: Sit, often for long periods of time, to accomplish desk work; walk, to move about office and campus environs; stand upright and forward flexing to provide patient care and to assist physicians with minor surgical procedures; utilize manual and/or finger dexterity to write, to type/keyboard and otherwise input data into microcomputers, to operate medical and office equipment, to assist in minor surgical procedures, to perform medical testing, and to drive a vehicle while engaged in official travel; utilize vision (far) to operate a vehicle while engaged in official travel; utilize vision (near) to assist in minor surgical procedures and to observe patient symptoms; lift (from overhead, waist, and floor levels, max. 150 lbs.) carry (max. 50 lbs.), bend, stoop, squat, kneel, push, pull, reach (from low, level, and overhead) twist and turn head, neck, and torso to assist patients onto cots and into wheelchairs and to move equipment and supplies into and out of storage and into treatment rooms. Occasionally: Push, to move patients in wheelchairs. Environmental Hazards/Precautions: Incumbent is required to frequently wear protective clothing/equipment to protect skin, arms, hands, fingers, face, eyes, and overall body, and must almost constantly work in environments subject to almost constant exposure to hazards from risk of contagion with bloodborne and/or other infectious diseases, and occasional exposure to hazards from needle sticks, electrical shocks and/or radiation from medical equipment, and caustic chemicals used in medical testing and treatments. Incumbent must follow protocols for safe handling and/or disposal of body fluids, tissue specimens, other hazardous waste, and for providing direct patient care, including bandaging bloody wounds, changing bloody bandages, assisting in minor surgical procedures, etc.



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Full-Time Faculty Salary Schedule, subject to placement at date of hire.
FLSA exempt.
SCFA bargaining unit status.
Classification I, Bloodborne Pathogens Exposure Control Program.