

The University of Texas at San Antonio

Job Description

Job Title: Staff Nurse II
Job Code: 11058
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Health Services
Reports To: Nursing Director

Summary

- Function: To promote optimal wellness enabling students to make informed decisions about health related concerns and empowering students to be self-directed and well informed consumer of health care services.
- Scope: Utilize the nursing process to deliver holistic, student-focused care. Care is goal-directed and student-centered and always in collaboration with the student.

Duties

1. Typical:

1. Provides health care services to eligible students within standard RN scope of practice defined by Texas state law. The nurse will utilize Student Health Service's (SHS) policies/procedures and standing orders. Maintain currency of licensure as required by the Texas Board of Nursing.
2. Provide nurse triage to students. The nurse will create an atmosphere where the student feels welcome, supported and engaged in their health care decisions. Deliver appropriate care to include emergency care, first aid, self-care advice, and schedule an appointment with Student Health Service provider and/or referral to a community resource as appropriate.
3. Administer medications/vaccinations/TB screening, phlebotomy, lab and other procedures in accordance with established medical practices/pharmaceutical guidelines/clinical procedures and protocols.
4. Manage the Student Health Services e-mail and medical hold removal by reviewing documentation provided by students. Participate in new student orientations to review immunization and TB documentation.
5. Maintain accurate documentation and confidential medical records following HIPAA/FERPA standards. Document nursing assessment and treatment in the electronic health record.
6. Maintain AAAHC Standards of care.

7. Assist SHS medical provider during the examination and treatment of patients.
8. Maintains drugs, medical supplies, and ensure their appropriate storage in locked cabinets and refrigerators: maintain inventory, review expiration dates and appropriately dispose of expired stock in accordance with federal and local regulations. Perform and record monthly quality assurance testing on medical devices. Order and maintain inventory on all other medical supplies.
9. Process laboratory specimens and results per SHS policy. Performs quality control procedures on laboratory testing equipment.
10. Actively participate in quality assurance activities, nursing meetings, departmental meeting, and nursing peer review.
11. May have specially assigned areas of responsibility and other duties as assigned by the Nursing Supervisor and the Nursing Director.

Education

Required	Preferred
Associate Degree in Nursing from an accredited Institution.	Bachelor’s degree in nursing from an accredited Institution.

Other Requirements

Required	Preferred
Current RN License from the Texas State Board of Nurse Examiners	CPR/AED Instructor Certification.
Criminal Background Check (CBC). CPR/AED certification.	Classes in Blood-borne pathogens and Phlebotomy.

Experience

Required	Preferred
Five years of experience as a Registered Nurse in an emergency department or ambulatory care facility, public health or critical care area.	Experience in college health nursing.
Experience with clinical triage situations.	Experience in providing telephone-nursing advice/triage.
Recent experience with electronic medical records.	
Phlebotomy skills	

Equipment

Required	Possible
Standard clinical health care facility equipment. Personal computer and standard office equipment	N/A

Working Conditions

Usual	Special
Usual office and clinical patient care facility conditions.	Independently conducts clinics and/or workshops in other areas on campus.
	Travel between the main and downtown Campuses
	Evening or weekend work may be required.
	Possible exposure to blood-borne pathogens.
	Possible exposure to combustible materials.

Supervision

Received	Given
General supervision from immediate nursing supervisor.	May oversee assigned support staff.

Accuracy

Extreme accuracy in following written and verbal directions and in the dissemination and application of technical information. Extreme accuracy in following the standard precautions and blood-borne pathogens policies.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.