

MUHLENBERG COLLEGE
ALLENTOWN, PA

Position Title: Staff Registered Nurse
Supervisor: Director of the Health Center
Classification: Staff Associate – Non-exempt

This person, under the direction of the Director of the Health Center, is responsible for all nursing care behaviors; assesses total patient care, understands legal consequences of nursing actions, implements nursing interactions and is supportive of student health policies and procedures. This person should have an interest in the total wellness of all students, prompting a positive image of health and health promotion throughout the entire campus community.

Characteristic Duties & Responsibilities:

- A. Provides direct care by utilizing the nursing process, i.e., assessment, diagnosis, treatment and evaluation in order to maximize the treatment program of the individual.
- B. Observes, interprets, records and reports those signs, symptoms and processes which indicate the patient's responses to actual or potential health problems.
- C. Develops, implements, reviews and modifies nursing care plan for each patient in cooperation with the patient, family and other members of the nursing staff.
- D. Provides health promotion and maintenance through teaching, guidance and counseling to patients, families, and other members of the health care system.
- E. Insures the medical regimens are appropriately implemented within prescribed written orders.
- F. Observes, interprets, records and reports the effects of pharmacological agents and therapeutic treatments.
- G. Obtains samples and specimens for lab work. Performs in-house lab procedures, i.e. urinalysis, pregnancy tests, strep tests, and blood glucose. Maintains compliance of laboratory for both the Pennsylvania Department of Health and Federal CLIA standards.
- H. Gives allergy injections to students as ordered by their private physicians. Observation of and treatment of allergic reactions as needed.
- I. Promotes health maintenance and wellness of students and staff through health counseling, screenings and health awareness/ wellness activities.
- J. Explains to patients and family members the policies, rules and regulations, procedures and objectives as they relate to the health care system.
- K. Provides orientation and on-the-job health care education to professional personnel engaged in direct patient care and treatment.
- L. Identifies actual and potential safety and health hazards, including equipment maintenance within the assigned care area, and takes appropriate action to eliminate them.
- M. Prepares and submits records and reports as required in accordance with rules and regulations.
- N. Participates in a formal staff development program and continuing education program to enhance professional competence.
- O. Assists in vaccine programs.
- P. Coordinates and obtains results of diagnostic studies performed within the Health Center and at outside agencies and prepares same for physician analysis within Health Center.
- Q. Prepares, maintains, stores, and destroys student and employee health records in a confidential manner, according to prescribed document retention standards.
- R. Maintains records and inventory of all prescription pharmaceuticals items, including injections, which are dispensed in Health Center. This shall include inventory of medications, checking of expiration dates, and maintenance of refrigerator temperature log.

- S. Participates in screening of athletes during their pre-participation examinations with appropriate follow-up.
- T. Assumes 24-hour call beeper coverage as scheduled by Director.
- U. Assists with tasks necessary to maintain daily and seasonal operation (during winter and summer breaks) of Health Center.
- V. Freshman/ Transfer Student Health Form Coordination and Organization:
 - a. Assembles packets to be mailed to all new incoming students with health form information
 - b. Coordinates receipt and review of all new student health forms
 - c. Communicates regularly with parents and students regarding required medical history and insurance information
 - d. Maintains database from information on Health Forms of student chronic medical information, immunization waivers, and other information as directed.
- W. Performs related work as required.

Other Elements:

1. Maintain coverage of health center as required by Director - on-call coverage and flexibility to work overtime during times of need.
2. Must be flexible to accommodate office and times inclusive of extended clinic hours, sports physicals, and off-semester duties during winter and summer break.
3. Other duties as assigned.

Qualifications:

1. Graduate of an accredited school of nursing and currently licensed to practice in the Commonwealth of Pennsylvania. BSN preferred.
2. Experience in several phases of nursing, such as general medical/surgical, public health, industrial, GYN and clinic.
3. The nurse should be well organized, possess excellent communication skills and be able to provide competent medical assistance in emergencies.

Updated 8/2011