

HEAD STUDENT HEALTH SERVICE NURSE*

Function of Job:

Under general direction of designated nursing supervisor, to supervise nursing staff as assigned to specific clinical unit (designated by area, specialized function, and time of work) and to be responsible for providing safe and effective quality patient care in all situations and circumstances present within the unit.

Characteristic Duties and Responsibilities:

1. Supervise, evaluate, train, schedule, and delegate work to unit nursing staff as assigned.
2. Plan and coordinate patient flow within functional area and other internal and external health care facilities.
3. Maintain constant interaction with assigned staff to assess competence according to care provided and patient's total needs, and to provide consultation and advise on patient care in difficult and complex situations; provide direct care in such circumstances when in the best interests of the patient.
4. Maintain daily contact with local specialty consultants, regional medical centers, and area emergency rooms to insure prompt care for more seriously ill students beyond care level of campus health facility.
5. Interpret departmental policies and regulations to personnel, patients and visitors and act as liaison with assigned clinicians outside of regular office hours.
6. Plan and implement revisions in standardized patient care techniques, and demonstrate and train assigned staff in new and/or revised techniques.
7. Maintain adequate inventory of supplies and equipment within unit, and evaluate and recommend purchase of new items; manage assigned unit funds.
8. Be responsible for all documentation, reports, and records for assigned unit.
9. Maintain standards of nursing practice on the unit, set goals and objectives, and enforce and interpret departmental policies and regulations as required.
10. Report persistent unit nursing problems to supervisor.
11. Attend seminars and workshops to maintain own clinical competence.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Graduation from an accredited school in an approved program of professional nursing.
2. Possession of a current license to practice nursing in the State of New Hampshire.
3. Three years of professional experience, including at least one year in a supervisory capacity.
4. Demonstrated supervisory ability.
5. Ability to pass annual tine test as required by state regulation.

Additional Desirable Qualifications:

1. Bachelor's degree or accumulated credits toward such a degree, preferably with a major in nursing.
2. Experience in outpatient/adolescent nursing.

5-18-07 _____
System Approval

5-18-07 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* REVISED - Original approved 10/29/81