



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title:	COLLEGE HEALTH SERVICES NURSE
Jurisdictional Class:	Competitive
Civil Division:	CCC
Adoption:	CSM 12/01/78
Revised:	CSM 10/28/85, 9/12/01

DISTINGUISHING FEATURES OF THE CLASS:

This is professional nursing work involving responsibility for assessing health needs and making independent nursing judgments in providing health services nursing care for both occupational and non-occupational illnesses and injuries of students and employees at the Cayuga Community College. The incumbent is responsible for organizing and providing staffing and services of the College Health Office on a regular recurring basis. The work is performed under general supervision of the Dean of Student and Community Services in accordance with established policies and procedures. Supervision is exercised over the work of College Health Services Nursing Assistants and assigned clerical employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes independent nursing assessments and performs professional nursing activities to maintain and improve the health and well-being of community college students and employees;
Obtains and reviews pamphlets, magazines, and text books covering potential health problems for students, faculty, and staff;
Provides emergency treatment and nursing diagnosis of illnesses or injuries on campus when on duty;
Reports serious or unusual injuries or illnesses to a supervisor;
Counsels students and employees on health related problems;
Provides palliative treatment for illnesses of students, faculty, and staff with advice regarding follow-up;
Changes dressings on request or by physician's orders;
Provides emergency telephone advice for students who may be ill at home;
Advises students with physical or emotional problems related to health care where further professional assistance may be needed;
Keeps student health records for the College;
Orders supplies and equipment used in and maintains orderliness and cleanliness of the health services office;
Assists physicians in the conduct of physical examinations;
Makes referrals to health or social agencies as required;
Investigates reports of health violations on campus and reports findings to appropriate official;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of current professional nursing practices, procedures, and techniques;
Skill in the application of current professional nursing procedures and techniques;
Ability to counsel students, faculty, and staff regarding health care problems;
Ability to communicate effectively;
Ability to follow technical oral and written instructions;
Ability to keep nursing records and make reports;
Ability to provide emergency professional nursing care and first aid treatment;
Ability to provide staffing, organization, supplies, and equipment sufficient to operate a College Health Services office;
Ability to make nursing diagnoses and health assessments;
Ability to provide health education;
Ability to plan and supervise the work of others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse and six months of professional nursing experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a license issued by the New York State Education Department to practice as a Registered Professional Nurse at time of application.

Possession of the license at the time of appointment.