

Sul Ross State University

Position Description

Official Title: Health Services Coordinator
Salary Group: Unclassified

Job Code: 3610

Summary

Function: Provide quality health care to university students.

Scope: Coordinate the long-range and daily operations of the Student Health Services.

Duties

Essential: Assesses student health concerns; Treats minor illnesses and injuries per physician's telephone, written or standing order; Directs students to medical provider, hospital and other health care agencies as needed; Educates students on wellness and healthy lifestyles; Responsible for overall management of the university student health service to include preparing the office budget; Orders nursing office supplies and equipment; Develops health service policies and makes recommendations to the dean of student life; Collaborates with local and public healthcare agencies; Provides non-prescription medication and administers prescribed emergency drugs as ordered by a licensed physician; Helps with new student orientation; Responsible for monitoring university's off-campus medical agreement; Workplace instructor for CPR, AED and First Aid; Coordinates provision of athletic physical exams; Enters meningococcal vaccination data into Banner system; Maintains paper and/or electronic files of immunization and treatment records in accordance with approved retention schedule and state/federal privacy rules; Adheres to professional practice standards at all times; Custodian for campus Automated External Defibrillator (AED) units.

Non-Essential: Serves as an ex officio member of the university's AOD coalition, ADA disabilities and Accident Prevention committees. Makes available information on student health insurance, works closely with other student service areas to provide programs to students. Advises department's health and wellness peer educator student organization.

Supervision

Received: From Dean of Student Life for overall management of the Student Health Services.

Education

Required: Licensed registered nurse in Texas, or compact state, from an accredited nurse training program. Instructor certification in lay provider First-aid, CPR and AED. Must be certified within six months of employment.

Preferred: Bachelor of Science in Nursing from a NLNAC accredited school and Texas registered nurse compact license.

Experience

Required: Minimum of three years clinical experience as a registered nurse.

Preferred: Emphasis in assessment and care of acute illnesses and physical injuries plus small office management skills.

Equipment/Skills

Required: General knowledge of common illnesses and injuries, familiarity with over-the-counter and commonly prescribed medications; knowledge of budgeting processes; excellent written and verbal communication skills and ability to speak publicly before large and small groups.

Preferred: Typing and computer skills.

Working Conditions

Usual: Health clinic conditions; exempt from overtime provisions; may involve some evening and/or weekend hours; position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.