

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: WELLNESS PROGRAM NURSE**

**SALARY TABLE: 29**

**SALARY RANGE: 40**

**BASIC FUNCTION:**

Under the direction of the Director-Student Health, perform a variety of professional nursing activities including the screening, assessment and treatment of ill or injured students; provide health care programs, services and education in support of student health and wellness.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Perform a variety of professional nursing activities including the screening, assessment and treatment of ill or injured students; monitor and assure students receive adequate medical services to assure optimal health; assure nursing care complies with established health standards.

Screen and evaluate medical conditions of students; examine students and identify illnesses, injuries and medical emergencies; provide treatment and administer first aid and emergency medical care as necessary; coordinate response to emergency situations; provide summer school coverage as needed.

Assist students with resolving health issues; develop and implement health care plans for individual students; refer students to appropriate community resources for needed health services; follow up on student health care referrals and screenings to assure medical needs are being met.

Provide health care programs, services and education in support of student health and wellness; coordinate and conduct training sessions and special events concerning blood borne pathogens, communicable diseases and other health issues and problems; prepare and deliver oral presentations.

Serve as a technical resource to students concerning health services; respond to inquiries and provide detailed information concerning related issues, treatments, medications, immunizations, standards, practices, policies and procedures; provide case consultation as needed.

Prepare and distribute a variety of informational materials and correspondence related to health care education; research, assemble and disseminate health information to meet student needs.

Coordinate and conduct physical examinations and health screenings as directed; collect vital signs including temperature, blood pressure and pulse rate as needed.

Prepare and maintain various records and reports related to students, TB, grants, programs, incidents,

**August 2021**

**Ewing Consulting Services**

events and assigned activities; prepare and maintain student medical charts.

Communicate with students, College personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate standard office equipment including a computer and assigned software; utilize a variety of medical instruments and equipment.

Monitor and maintain adequate inventory levels of medical supplies; order, receive and assure proper storage of supplies.

Compile and evaluate information and conduct surveys to identify student wellness and health needs and issues as directed.

Assist in the development and implementation of health care policies and procedures as directed; assist in reviewing and coordinating health services to meet grant objectives and requirements.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Diagnostic methods for illnesses, injuries and medical emergencies.

General practices, procedures, equipment and techniques involved in the identification, treatment and resolution of health problems.

Accepted techniques and equipment used for screenings and immunizations.

Clean and sterile treatment techniques.

Basic anatomy, physiology, and medical terminology.

Operation of a computer and assigned software.

Public health agencies and local health care resources.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

First aid and CPR methods and procedures.

Public speaking techniques.

**ABILITY TO:**

Screen and evaluate medical conditions of students.

Examine students and identify illnesses, injuries and medical emergencies.

Provide treatment and administer first aid and emergency medical care as necessary.

Provide health care programs, services and education in support of student health and wellness.

Serve as a technical resource to students concerning health services.

Learn policies and objectives of assigned programs and activities.

Refer students to appropriate community resources for needed health services.

Operate a variety of specialized medical equipment.

Maintain records and prepare reports.

Meet schedules and time lines.

Operate a computer and assigned software.

Prepare and deliver oral presentations.

Work independently with little direction.

**August 2021**

**Ewing Consulting Services**

Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in nursing or closely related field and one year nursing or related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Registered Nurse License in the State of California.  
Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Health office environment.  
Subject to emergency medical situations.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information.  
Seeing to read a variety of materials and monitor students.

**HAZARDS:**

Contact with blood and other body fluids.  
Potential for contact with blood borne pathogens and communicable diseases.