

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Nursing Center Supervisor

Unit: Supervisory and Professional

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Job Code: D1990
Original Date: 05/2005
Last Revision: 07/2018
Staff Type: Classified
FLSA status: Non-Exempt
Salary Range: 13

DEFINITION

Under the direction of an assigned campus manager, plan, develop, and coordinate the design and implementation of health programs and services on the campus for the purpose of maintaining a healthy student population. Responsible for directly supervising, hiring, scheduling, and evaluating the clerical and other non-academic staff in student health services.

EXAMPLE OF DUTIES

1. Provide direct and indirect patient service; provide advice to individuals about health problems, preventive health measures, and health promotion.
2. Provide a lead role, and recommend to the appropriate manager, in the organizing, scheduling, assigning, and reviewing the work of clerical staff, health services staff, and consultants. Plan, manage, and coordinate the day-to-day activities of the Student Health Center operations and related programs.
3. Coordinate the selection of clerical staff and health services staff and consultants; direct and evaluate work performance; develop work schedules.
4. Assist in managing, planning, developing, and coordinating student health programs and services, including immunizations and Tuberculosis (TB) screening. Develop and implement policies and procedures; prepare guidelines and manuals to cover the conduct of programs and services supervised.
5. Provide assistance to the nursing staff in making health assessments, screening nursing interventions, offering emergency care, and providing education and referral services, including mental health resources.
6. Develop annual budgets and monitor expenditures. Conduct regular inventories of supplies and prepare all necessary work orders. Evaluate and recommend equipment purchases and service contracts. Maintain outside vendor contracts as needed.
7. Gather and maintain health data on students; analyze student health data trends; maintain necessary health records, including statistical data. Supervise and participate in the preparation and maintenance of administrative records and reports related to Health Services activities and finances.
8. Assure compliance with district policies and procedures. Maintain an up-to-date referral database and directory of off-campus social/medical services.
9. Assess and project service needs. Monitor progress in achievement of goals/objectives. Review and update Health Services Master Plan. Review and evaluate programs and services regarding their impact on meeting students' health needs.
10. Serve on college and district committees. Provide leadership in the development, implementation, and review of campus safety procedures, crisis response procedures, and other health/safety-related areas.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

- Basic principles of budget planning and monitoring.
- Cardiopulmonary Resuscitation (CPR) techniques.
- District organization, operations, policies, and objectives.
- District rules, regulations, policies, and procedures related to health services, immunization, and TB testing.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Federal, State, and local reporting regulations for communicable disease.
- Immunization management procedures, including proper dosing and administration of vaccines, emergency response for adverse reactions, storage, inventory, and data collection.
- Intervention programs for emergencies and medical referrals.
- Laboratory services and bio hazardous waste containment regulations and procedures.
- Medical procedures and practices for student health programs, including emergency protocols for mental health.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles and practices of employee training and supervision.
- Record-keeping techniques.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data for statistical and narrative reports.
- Coordinate services with other programs and colleges within the District.
- Establish and maintain effective working relationships with others.
- Interpret and explain rules, regulations, and procedures.
- Maintain complex interrelated files and records.
- Meet schedules and timelines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Prepare recommendations and reports for the continued development of student health programs.
- Supervise, train, and evaluate the work of assigned staff.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in Nursing and three years of relevant experience working in a health care or similar environment.

License:

- California Registered Nurse (RN) License
- California Public Health Nurse Certificate
- Valid Cardiopulmonary Resuscitation (CPR) Certificate
- Valid California Driver's License

WORKING CONDITIONSPhysical Requirements:

Category II

Environment:

Dealing with contagious disease, physically and/or mentally ill students, and exposure to blood.