

Mercyhurst University Job Description

Job Title: Registered Nurse - PT
Department: Health Services
Location: Erie
Reports to: Executive Director for Wellness
VP: Vice President for Student Life
Classification: Staff
FLSA: Non - Exempt

SUMMARY

The Mercyhurst University Cohen Student Health Center nurse provides primary health care to the university students within the accepted professional nursing standards and protocols approved by the Pennsylvania State Board of Nursing.

DUTIES AND RESPONSIBILITIES

Nurse duties include the following. Other duties may be assigned.

- Devises, implements, and evaluates plans of care utilizing sound clinical judgment based on assessment of the physical, psychological, emotional, societal and environmental needs of the student.
- Consults with Center physicians and one another in accordance with professional standards and in a manner consistent with developing and maintaining a cohesive clinical team.
- Conducts physical assessment, nursing diagnosis and treatment (including prescriptive medicine) per standing medical orders.
- Educates students about diagnosis, treatment or medical condition, as well as preventive measures that help promote health.
- Assesses real and or potential health hazards relating to current health status, including analysis of risky behaviors that cause impact on health status.
- Documents in charts utilizing clear, concise language noting the reason for a student visit, the objective findings upon examination, the assessment of the problem, and plan for treatment with follow up of care as needed.
- Keeps the Executive Director informed of pertinent clinical issues, safety concerns, relevant parental concerns, or other issues affecting campus or individual student safety, physician practice, or ability to practice procedures as defined
- Provided a student signs a specific release, provides information to parents concerned with their student's health status.
- Provides courtesy, compassion, and hospitality to all students in a manner consistent with a "student first" approach. Demonstrates sensitivity and respect to students from diverse backgrounds and identities.
- Coordinates and participates in the campus flu vaccine program and other preventative health events as indicated. Administers TB tests, reviews health forms, and coordinates physicals for multiple undergraduate and graduate degree programs. Acts as a liaison with the faculty of the graduate Physician's Assistant Program.

- Acts as a resource and educator regarding health issues to the campus community.
- Assists with the development of policies and protocols. Participates in professional Quality Assurance programs within the Center and evaluates outcomes of nursing care.
- Demonstrates evidence of professional growth including, but not limited to, the earning of the continuing education credits required to maintain professional licensure.
- Assists with the general needs and other duties of the department as directed by the Director including the assessment and ordering of medical and educational supplies.

EDUCATION AND EXPERIENCE

This position requires a registered nurse with a background in primary health care. She/he must have the ability to work primarily with Mercyhurst students, coordinating their health care within the philosophical boundaries of the catholic university and within the legal, ethical and professional standards of nursing. The position is one of great responsibility and has room for individual creativity. A focus on preventative health care and wellness is encouraged.

This position requires a Bachelor of Science in Nursing (BSN) from an approved program. 3+ years of experience in a student health services position strongly preferred, and/or comparable experience. The nurse maintains a Pennsylvania nurse license, and is knowledgeable in the legal and ethical boundaries of nursing practice and medical confidentiality standards.

KNOWLEDGE, SKILLS AND ABILITIES

- Clinical skills consistent with the level of education and licensure
- Maintains current CPR training
- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment.

WORK CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands

to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate.

APPLICATION PROCESS: Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

**Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546**

Mercyhurst University is an Equal Opportunity Employer that encourages members of diverse groups to apply.