



DATE ISSUED: 03/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Staff Nurse

JOB SUMMARY

Performs a variety of general and specialized nursing duties as part of a health care team. Employees in this classification are experienced Registered Nurses responsible for providing professional nursing care, patient education and patient advocacy. Employees in this position will assist the Director and Chief Nurse in the supervision of other nursing personnel and will substitute for the Chief Nurse in the event of his or her absence. Work is performed under the direction of the Chief Nurse and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chief Nurse

Supervises: Supervises subordinate nursing staff: Licensed Vocational Nurses and Certified Medical Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Prepares patient for examination, taking history, vital signs, weight and height measurements, etc; prepares necessary equipment and instruments for, and assists physician with, examinations, treatments, special procedures, and minor surgical procedures.

Responsible for care and sterilization of equipment and instruments.

Administers medications and vaccinations.

Observes patients for reactions to drugs, medications, and treatment, and records this information on patient chart accordingly.

Obtains specimens, including venapuncture, for various laboratory tests.

Performs laboratory procedures including but not limited to urinalysis, strep test, flu test, pregnancy test and wet preps.

Counsels and educates patients regarding their diagnosis, treatments, medications, self care, lifestyle, and prevention during their appointments.

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Evaluates and triages emergency medical patients.
Answers the Ask-A-Nurse medical advice line.
Ensures that inventory of necessary supplies and equipment is current and reordered as necessary.
Supervises and instructs subordinate nursing personnel.
Assists the Chief Nurse with updating the procedures, policies, and protocols of the clinic.
Develops and implements nursing procedures specific to Student Health Services.
Serves as a liaison between outside providers and vendors and the personnel at SHS.
Serves as a patient advocate in the pharmacy assistance program.
Precepts student nurses for the School of Nursing.
Participates in Quality Assurance and Infection Control procedures.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Fills in for business office staff (answers the phone, makes appointments) in the event of a staff shortage.
Performs other duties as requested.

EDUCATION

BSRN, Bachelors degree required. Registered Nurse from an accredited school of nursing and current license in the state of Texas.

EXPERIENCE

Minimum of three years of post graduate work in a hospital or clinical setting where emergency triage and patient education is emphasized. EKG, spirometry, lab skills, general computer skills, CPR, and AED trained.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office and clinic 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.

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Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

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. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

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.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety, hazardous wastes, and blood-born pathogens.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.