BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: College Nurse

DEPARTMENT: Health Services/Student Affairs

FUNCTION: Administers First Aid and general medical treatment to all students and employees as needed. Assists the College Physician by performing pre-examination checks, vision examinations, and height and weight measurements for students as necessary and as a procedural requirement for athletic team candidates. Keeps daily log of Medical Office activities. Provides health counseling and makes referrals to appropriate resource agencies. May assume responsibilities of Head Nurse and other tour nurse during periods of absence including vacation, illness, conferences, etc.

REPORTS TO: Head College Nurse, Health Services

SUPERVISES: N/A but assists in supervising Student Aides

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Contacts parents or guardians to arrange for students’ transportation to hospital, home or family doctor as may be indicated.
2. Provides care for athletic injuries and directs patients to proper medical facilities and/or physicians after careful assessment.
3. Administers emergency care to persons in all campus buildings as quickly as accessibility and time permits.
4. Completes and files accident forms for injured students and staff; submits forms to appropriate agencies.
5. Evaluates Physical Education Department students and writes absence excuses as required.
6. Issues parking permits and elevator keys.
7. Checks the various rosters and lists including hold, freshmen, and discharge lists and inputs the correct physical activity code where required.
8. Maintains optimum cleanliness of equipment and environment in the Medical Unit.
9. Refers students to appropriate counselors when indicated.
10. Distributes specific medical informational literature, pamphlets, flyers, etc. to educate students on preventive aspects of health.
11. Performs additional tasks or duties as assigned by the College Nurse (B. Buff) or other designated management.
**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Registered Nurse license from Accredited Nursing School or LA (RN)

**Experience:** Minimum of 3 years in a hospital emergency unit or similar background in school or corporate business health center settings required.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Member

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**