Registered Nurse

**Type of Action Requested:** Replacement

**Internal Team:** SL-CH&W-Health Services - 141100

**Job Code/Employee Classification:** Registered Nurse II

**Classification Title:** Registered Nurse II 10/12

**MPP Job Code:**

**Position Number:**

**CSU Working Title:** Registered Nurse

**Salary Range/Grade:**

Minimum: $3,403.00  
Maximum: $6,565.00  
**Pay Frequency:**

**Reports To:** Medical Director

**Campus:** San Luis Obispo

**Division:** Student Affairs

**College/Program:** Campus Health & Wellbeing

**Department:** Campus Health & Wellbeing - 205700

**FLSA Status:** Exempt

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**Sensitive Position:**

- Yes  
- No

**Job Summary/Basic Function:**

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.

Under the general supervision of the physician or nurse practitioner, the incumbent provides the basic professional nursing care duties and performs specialized nursing functions using the skills and knowledge acquired from experience or additional educational preparation.

**Minimum Qualifications:**

Two years of progressive professional nursing experience which has given evidence of ability to work independently in specialized nursing activities and to support the overall nursing program within the Student Health Center.
Required Qualifications:

Thorough knowledge of professional nursing principles, methods and procedures; medical terminology and equipment; and uses and effects of medicines and narcotics.

Demonstrated experience with triage assessment either in an emergency room or urgent care setting.

Ability to apply nursing knowledge and techniques; observe and record or respond with therapy to reactions, symptoms, and behaviors; keep records and prepare reports; gain the interest, respect and cooperation of patients; work cooperatively with staff, faculty, students and others; and analyze emergency situations accurately and to take prompt action.

Good oral and written communication skills; demonstrated intermediate or advance computer skills; knowledge and understanding of the health needs of young adults.

Excellent interpersonal skills; ability to listen effectively, analyze complex situations accurately, and determine appropriate action and proper techniques;

Demonstrated ability to effectively communicate with patient at the level of their medical knowledge and provide clear instructions.

Ability to operate equipment such as EKG, spirometry and audiogram machine.

Ability to operate safety engineered injection needles and sharps.

Ability to operate automated blood pressure apparatus and digital thermometers.

Ability to administer CPR, operate the AED and other emergency measures.

Ability to apply splints to upper & lower extremities.

Ability to accurately and expediently enter patient data in the electronic health record.

Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Thorough knowledge of English grammar, spelling and punctuation.

Ability to interpret, communicate and apply policies and procedures.

Demonstrated ability to maintain a high degree of confidentiality.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Qualifications:
**Special Conditions:**

- Must be able to transfer patient from exam table to wheelchair.
- Must be able to lift things weighing up to 15 pounds.
- Must be able to visually discern between colors for diagnostic purposes.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Weekly schedule may change based on operational needs.
- Must be able to work occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to maintain staff/client confidentiality and deal with individuals who are difficult, angry and under extreme emotional stress.
- Exposure to sick and injured public.
- Must be able to respond quickly to persons needing immediate attention.
- Must be able to successfully pass a pre-employment background/fingerprint check.

**License / Certification:**

- Possession of a valid and current license as a Registered Nurse in the State of California (renewed every two years).
- Completion of Associate Degree or Bachelor’s Degree in Nursing from an accredited nursing degree program.
- Current basic life support CPR/AED certificate (by date of hire).

**Mandated Reporter:**

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

**NCAA:**

- Yes
- No

**Conflict of Interest:**

- None

**Supervises Employees:**

- Yes
- No

**Job Duties**
## JOB DUTIES

### Duties / Responsibilities

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Provides triage assessment of the ill and injured patient by obtaining episodic histories, vital signs, allergies and medication regimen. Assists in the treatment and discharge plan.</td>
<td>Essential</td>
</tr>
<tr>
<td></td>
<td>Records and reports obvious patient problems, symptom reactions and behaviors.</td>
<td>Essential</td>
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<tr>
<td></td>
<td>Assists in minor surgical procedures and examinations.</td>
<td>Essential</td>
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<tr>
<td></td>
<td>Administers medications, injections, immunization, under the direction of the physician, nurse practitioner or physician assistant. Educates the student on proper use of medication, the desired effects, and common side effects.</td>
<td>Essential</td>
</tr>
<tr>
<td></td>
<td>Dispenses medications as ordered by the physician, nurse practitioner or physician assistant.</td>
<td>Essential</td>
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<tr>
<td></td>
<td>Complies with OSHA and risk management protocols including Infectious Disease prevention such as sharps management disposal and use of personal protective equipment.</td>
<td>Essential</td>
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<td></td>
<td>Maintains and documents proper storage of all medication, as demonstrated by a daily log of refrigerator temperatures.</td>
<td>Essential</td>
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<tr>
<td></td>
<td>Maintains and orders supply of medications including immunizations and vaccines.</td>
<td>Essential</td>
</tr>
<tr>
<td>10</td>
<td>Under general supervision, performs specialized nursing functions such as, but not limited to, triage and family planning.</td>
<td>Marginal</td>
</tr>
<tr>
<td></td>
<td>Uses specialty skills and knowledge acquired from experience and thorough advanced training to assist in the implementation of services, policies and procedures.</td>
<td>Marginal</td>
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## SELECTION CRITERIA

There are no items to show

## POSTING DETAILS

### Advertising Summary:

The Cal Poly Campus Health & Wellbeing Center is seeking dedicated and compassionate caregivers to support our student population. Join Us!

### Advertisement text:

**Job Summary**

Under the general supervision of the physician or nurse practitioner, the incumbent provides the basic professional nursing care duties and performs specialized nursing functions using the skills and knowledge acquired from experience or additional educational preparation.

### Department Summary

The purpose of Campus Health & Wellbeing is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services and campus consultations.
Key Qualifications

- Thorough knowledge of professional nursing principles, methods and procedures; medical terminology and equipment; and uses and effects of medicines and narcotics.
- Demonstrated experience with triage assessment either in an emergency room or urgent care setting.
- Ability to apply nursing knowledge and techniques; observe and record or respond with therapy to reactions, symptoms, and behaviors; keep records and prepare reports; gain the interest, respect and cooperation of patients; work cooperatively with staff, faculty, students and others; and analyze emergency situations accurately and to take prompt action.

Education and Experience

- Two years of progressive professional nursing experience which has given evidence of ability to work independently in specialized nursing activities and to support the overall nursing program within the Student Health Center.
- Completion of Associate Degree or Bachelor's Degree in Nursing from an accredited nursing degree program.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS (by date of hire):

- Possession of a valid and current license as a Registered Nurse in the State of California (renewed every two years).
- Completion of Associate Degree or Bachelor's Degree in Nursing from an accredited nursing degree program.

Current basic life support (or higher) cardiopulmonary resuscitation and automated external defibrillator (CPR/AED) certification for Healthcare Providers.

Salary:

Anticipated Hiring Range: per month based on (10/12) work schedule

This position is paid under the 10/12 pay plan, where the salary for 10 months is distributed over 12 months. The salary will be received every month. The incumbent will have two months off every year (with pay, benefits, and vacation/sick leave accrual continuing through months off). The two months may be July and August or June and December.

Classification Range: $3,403 - $6,505 per month

Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees' Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly's values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly's commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.

Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.

Cal Poly, San Luis Obispo is not a sponsoring agency for staff positions (i.e. H-1B visas).
Justification for Position:

For all positions, please summarize the following points for budget and senior leader review. Please note, this information is required; and requests will be returned if not completed:

Business Need: What operational or strategic goals will this role support? What are the consequences of not filling it?

Impact on Operations: What are the anticipated benefits to business operations (i.e. enable greater customer service focus, decrease backlog, serve students more efficiently, etc.)?

Anticipated Cost: What is the overall cost for the role (include base salary range + average benefit cost, advertising, relocation, and hiring bonus, if applicable)?

Budget Analysis: How is this position to be funded? If funded from current departmental operating funds, please indicate if department has sufficient budget to support the hire.

Changes to Position: For existing positions, list changes (if any) you are making to this position number (i.e. change to classification, time basis, reports-to, etc.):

Additional information for new MPPs:

Please attach an organizational chart in the Documents tab above.

Hiring Administrator:*

Aaron Baker

Approval process:*  

SL - Staff - PD Template (HR Use Only)

1. Human Resources:  

Alexander Rosario ✔ Approved Sep 30, 2020

HR/Faculty Affairs Representative:*  

Alexander Rosario