Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Under the general supervision of the Director, Counseling and Psychological Services and Interim Director, Student Health Center, the Health Education Nurse works as part of the professional health care team in the Student Health Center (SHC) to provide basic and augmented health services to students. The incumbent actively and collaboratively supports the broad student success mission of the Student Health Center by balancing and blending evidence based direct outpatient nursing care and case management responsibilities in a busy team-oriented clinical setting with planning, implementing, presenting, and evaluating a broad, integrated spectrum of health promotion and public health activities within the SHC and elsewhere on campus.

Major Duties: Major duties of the position include, but are not limited to, the following:

In performing all job-related duties, the Health Education Nurse:
- Works under the administrative and clinical supervision of the SHC Interim Director, Coordinating Registered Nurse (RN), Interim Clinical Lead, as well as the clinical oversight of other SHC physicians and Nurse Practitioners.
- Works in accordance with Federal and California laws and regulations, RN scope of practice, CSU and SSU policies, and SHC policies, procedures, protocols, and standing orders.
- Demonstrates a commitment to cultural competence, diversity, and inclusiveness.
- Applies sound judgment as well as high ethical, educational, and medical care standards, seeking physician, NP, and administrative consultation as appropriate.
- Follows safety, risk management, privacy and confidentiality guidelines and regulations.
- Demonstrates objectivity, reliability, productivity, a strong work ethic, and attention to quality and cost-effectiveness.
- Establishes cooperative working relationships and demonstrates exemplary teamwork, interpersonal, communication, and organizational skills.
- Exhibits courtesy, kindness and sensitivity to the concerns and needs of others.
- Demonstrates a positive vision, sense of shared responsibility, and enthusiasm.
- Documents all patient interactions, phone calls, etc. in the medical record and on established logs.
- Keeps SHC Director informed of relevant health promotion and nursing issues.

HEALTH PROMOTION AND OUTREACH:
- Plan, implement, and evaluate SHC health promotion and outreach efforts using creativity, enthusiasm and a variety of interpersonal, group, social media and technological modalities.
- Collaboratively address health topics common to a college population including but not limited to:
  - Immunizations;
  - Reducing the spread of communicable disease;
  - Mental Health (e.g., anxiety, stress, depression, suicide prevention, sleep and eating issues,
  - Tobacco, alcohol, and other substance issues;
  - Nutrition, portion control, healthy weight, hydration, heart healthy eating, dietary guidance for specific health conditions, etc.;
  - Physical Activity and Fitness;
Sexual and Reproductive Health (e.g., sexual responsibility, safer sex, contraception, sexually transmitted infection). Integrate with other topics such as implications of alcohol/substance use;
- HIV/AIDS awareness and prevention;
- Wise use of medications and of medical care;
- Self-care and use of on-line and other health information resources;
- Environmental aspects of health including campus smoking issues;
- Healthcare access and decision-making;
- Health insurance, use of helmets for sports, cancer prevention, mobility assistance, etc.

- Advocate for a campus-wide, multidisciplinary commitment to fostering healthy decisions and healthy lifestyles among students;
- Focus on educational, environmental control and other evidence-based approaches that have been demonstrated to help promote individual and community health;
- Coordinate and collaborate with SHC staff, other campus programs, student organizations, and off-campus community health entities to facilitate the health and success of SSU students;
- Incorporate a commitment to inclusiveness and cultural competence into health promotion and outreach efforts;
- Make presentations and answer questions in informal settings about the SHC to the campus and the public, including at new student orientations and Seawolf Decision Day;
- Lead informational tours of the SHC and participate in trainings respond to inquiries SHC programs and services;
- Serve as a health education/health promotion resource and mentor for SHC staff, individual students, student groups, and other student-centered campus programs, including members of the Student Health Advisory Committee, Associated Students, and Residence Halls CSA’s;
- Conduct surveys, assessments, inquiries, and other forms of outreach to help determine and prioritize the health risks, interests, and health care needs of SSU students;
- Lead and/or assist with strategic SHC responses to emerging issues that could affect the health of SSU students (e.g., pandemic flu, meningitis outbreak, MRSA, Pertussis);
- Participate in webinars, seminars, and out of area meetings as assigned, to represent SSU and/or to return with campus health information to be shared with others on the SSU campus;
- Provide leadership for new health related initiatives of the Chancellor’s Office and/or campus;
- Maintain availability of health promotion materials;
- Serve on relevant SHC and campus committees including the Alcohol and Drug Advisory Council;
- Serve as advisor and mentor to the SSU Student Health Advisory Committee (SHAC);
- Help guide agenda development, membership, health outreach, and community service efforts as outlined in SHAC By-laws;
- Work with students individually and in small groups on personal health maintenance and Preventative health issues as well as topics associated with the management of personal or specific medical needs or conditions;
- Represent Health Promotion issues during audits and accreditation surveys;
- Arrange and document CPR training for SHC staff;
- Ensure relevant SHC staff immunizations and TB testing on an annual basis;
- Conduct, analyze, and disseminate research data on the health of college students and prevention initiatives using existing data collection instruments such as the National College Health Assessment (NCHA).

CLINICAL/PATIENT CARE:
- Serve as the primary nurse for triage and has initial responsibility for the physical assessment of patients, including the taking of a medical history;
- Promote smooth patient flow, minimizing waiting times and expediting patient services; determine, according to established procedures and protocols, appropriate consultation and referral to medical providers; and refer patients to a private physician or community agency for illnesses and injuries beyond the scope of Student Health services;
- Counsel patients on a wide variety of problems (e.g., TB skin tests, allergies, sexually transmitted disease, pregnancy and oral contraception);
- Assist providers and consultants in all facets of clinical examination and treatment, including minor surgical procedures; respond to emergency medical calls with or without a primary care provider;
• Collaborate and consult with physicians and clinicians regarding more complicated health problems;
• Supervise, orient, and trains student assistant; assists in the orientation or new personnel as appropriate;
• Blend health promotion concepts with the provision of high-quality evidence-based nursing care in the clinic setting, seeking MD or NP consultation, as appropriate;
• Use teachable moments during patient care interactions to provide pertinent health information;
• Provide patient education and instructions as appropriate to independent RN intervention and as requested by the treating MD or NP;
• Respond to the clinical and emotional needs of students at the level of an experienced RN;
• Perform RN level triage and provide RN level patient evaluation;
• Determine chief complaint, brief medical history, physical/emotional health status;
• Respond at experienced RN level to emergencies and call for MD or NP assistance;
• Provide nursing interventions, information, and advice including for preventative health issues;
• Provide attention to basic illnesses and injuries, minor first aid for illness or injury, etc. and/or arrange for immediate or same day MD/NP care or a later appointment;
• Assist MD/NP with exams, minor surgical procedures, etc.;
• Prepare patient to be seen by MD/NP, anticipate visit related needs, obtain/record vital signs, LMP, allergies, current medications, smoking/drug history, TB screening/testing, lab results, etc.;
• Perform EKGs, audiograms, visual acuity testing, ear lavage, breathing treatment, wound care, splinting, crutch training, blood draws, IV placement, etc.;
• Administer injections and medications as ordered by MD or NP;
• Administer immunizations in accordance with RN standing orders or as ordered by MD/NP;
• Oversee and assist with the work of Medical Assistants;
• Monitor patients in SHC Day Infirmary Rooms and SHC observation room;
• Contact patients needing additional care and arrange follow-up; perform other case management functions;
• Document all nursing interactions (including by phone) in the electronic medical record;
• Assure that medical records are legible, accurate, up to date, and meet accreditation standards;
• Facilitate clinic productivity and patient flow among providers;
• Stock nursing station, exam and treatment rooms, keep clinical areas clean, clean and sterilize instruments, check for outdates, etc.;
• Process infectious material according to universal precautions and government regulations;
• Maintain familiarity with on and off campus medical and mental health resources;
• Assist with securing off campus lab, x-ray, and specialty consultations, referrals, patient transport, etc.;
• Assist in quality improvement, chart review, and external accreditation efforts;
• Assist with in-service training including arranging for CPR training for staff as well as MA and RN skills testing and competencies;
• Effectively use computer hardware, software and the electronic medical record for health promotion and clinical care purposes;
• Maintain operational familiarity with all patient care area protocols, procedures, and functions, supplies, and equipment.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting located in the Student Health Center. Work occurs in confined, shared, and also expansive areas. Employee must move quickly through these areas, walk to other campus areas; sit outside in sun or mist for health promotion activities, physically move patients, equipment, supplies and health education items. Standards of confidentiality, discretion, professionalism, universal precautions and other safety and risk management practices must be followed. Attire and grooming must be appropriate to an acute care medical setting and public contact. Name tags must be worn and personal protective equipment must be utilized as appropriate when providing clinical services. Clinical staff must be prepared to complete essential patient care before departing at the end of the work day. As an exempt employee you have some flexibility in your schedule however must be available during the regular Student Health Center hours Monday through Friday to meet the operational needs of the campus and department. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.
This position requires, with or without reasonable accommodations, the ability to stand, walk, stoop, reach, perform gross and fine motor activities, move quickly through confined and expansive areas, walk throughout the SHC building and the campus, lift up to 40 pounds, physically assist and position patients, hear and speak clearly, and physically respond in a medical or environmental emergency.

**Minimum Qualifications:** High school diploma or equivalent, including the completion of a professional nursing program in an approved school of nursing or by additional preparation as approved by the California Board of Registered Nursing. Bachelor’s degree highly preferred. Thorough knowledge of professional nursing principles, methods and procedures; anatomy and physiology applicable to assigned duties; medical supplies and equipment used in nursing practice; and the uses and effects of medications and narcotics, including one year of professional nursing experience which has provided evidence of the ability to work independently in specialized nursing activities and to support the overall nursing program within the Student Health Center; or equivalent combination of education and experience which provides the required knowledge and abilities. Strong knowledge of applicable state and federal laws and regulations pertaining to registered nursing and the scope of practice limitations of clinic support staff. Knowledge of the functions of a student health services program, including its relationship to other programs in the university. Knowledge, sensitivity and ability to work with students from diverse ethnic, cultural and socio-economic backgrounds. Possession of strong, broadly adaptable clinical and interpersonal skills necessary to accommodate the many variable situations related to the physical and emotional health of students. Higher education experience highly preferred. Possess broad and specialized nursing knowledge that supports the performance of specialized duties in such areas as, but not limited to, triage and assessment, patient counseling, and staffing specialized nursing clinics; broader knowledge of clinic operations and the development and implementation of a nursing program, including procedures and protocols. Intermediate proficiency with computers and Microsoft Office (Word, Excel) required. Knowledge of Google Suite and PeopleSoft preferred. Must possess and maintain a valid license as a Registered Nurse in the State of California with no restrictions and certification in CPR/AED. This position requires successful completion of a livescan background check.

In addition, this position requires the following:
- Pertinent experience as a Registered Nurse and health educator in ambulatory health care settings - preferably in college health; must be familiar with pertinent college/young adult health and wellness issues;
- Positive professional references and other evidence of professional knowledge, competency, and sensitivity to diverse needs, concerns, backgrounds, and perspectives of patients;
- Versatility, flexibility, and excellent organizational skills;
- Ability to skillfully and consistently perform and prioritize all the duties in this position description;
- Ability to provide leadership and direction for health promotion activities and evaluate their effectiveness - includes ability to seek input and data, plan events and programs, generate publicity; give presentations; and coordinate the work of others;
- Knowledge of and ability to apply evidence-based health promotion approaches that address individual, interpersonal, community, and environmental influences on health;
- Ability to engender collaboration and enthusiasm from students and colleagues and communicate effectively with a college population, in individual and group settings;
- Ability to review health promotion and health care literature and apply current approaches appropriate to the SSU campus and SHC setting;
- Commitment to diversity, cultural competence, and valuing the unique qualities and needs of each individual coupled with the ability to interact in an inclusive and non-judgmental fashion;
- Computer proficiency including software used for health promotion and presentations as well as for clinical medicine;
- Ability to understand and apply applicable guidelines, laws, and regulations, as well as ethical and medical practice standards - including attention to confidentiality and privacy issues;
- Sound nursing skills and current knowledge of medical conditions, pharmaceuticals, vaccines, medical equipment and procedures sufficient to assess, evaluate, and administer treatment to patients within a Registered Nurse’s scope of practice;
- Commitment to safe work practices including universal precautions, respiratory precautions, sterile technique, OSHA standards, fire regulations, and other health/safety/risk management practices;
- Maintain CPR certification at the Healthcare Provider with AED level;
• Sound public speaking and interpersonal skills; ability to project an image of competence, professionalism and sensitivity to patient and community health concerns;
• Ability to provide emotional support and prevent, diffuse, or resolve misunderstandings and conflicts;
• Ability to work independently and collaboratively, work effectively under supervision, accept and implement suggestions for improvement, and seek consultation, direction, feedback and solutions;
• Sound judgment and ability to perform work in a manner that is consistent with SSU and SHC policies, procedures, and protocols;
• Ability to adapt to change in the work environment, handle multiple tasks, and maintain effective workflow despite interruptions;
• Ability to be quick, organized and productive in a busy and sometimes physically and emotionally demanding clinic setting;
• Ability to communicate effectively, verbally and in writing;
• Ability to articulate information to patients, co-workers, and the public in an understandable fashion;
• Ability to work in a potentially stressful environment with ill, injured or distraught patients and with a risk of exposure to infectious agents;
• Visual acuity sufficient to give measure and give injections, apply dressings, evaluate patients, take and record vital signs read skin tests, dipsticks, microscope slides, etc.;
• Physical and mental health status sufficient to perform the duties in this job description in a collaborative, professional, competent, and productive manner without risk of harm to the patient or disruption of SHC operations.

Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.