

Job Template: Nurse

Occupational Group	Student Programs/Services
Job Family	Student Health and Welfare
Job Path	Nurse Services
Job Title	Nurse
Job Category: P	Job Level: 4
FLSA Status: E	Job Code: L42000

P4: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.

→ *Context of Decisions*

- Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.
- Decisions require more coordination and collaboration among different sources, taking into consideration the roles and impact on work outside the immediate organization.

→ *Job Controls*

- Has the latitude to make decisions on projects that they are accountable for delivering on.
- Free to plan and carry out all phases of work assignments.

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COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Assignments are defined as less reoccurring or cyclical tasks, and primarily consist of development or refinement of programmatic or administrative objectives.

→ *Course of Resolution*

- Resolution and project completion require substantial planning and scheduling within the department in order to obtain and align resources when and where needed.

→ *Measure of Creativity*

- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.
- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

- Incumbents may supervise a small homogenous department, with proportionate responsibility to perform daily responsibilities similar to the work of subordinate staff.
- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents are typically designated as a lead or frequently assigned project leadership roles within a specific administrative/programmatic function or specialty area.

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- Generally have a more direct impact on a larger action or process, such as serving as an approver in a process, where the process is “owned” by a different work unit.

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Job Template

GENERAL SUMMARY

Performs assessments, examinations, and treatments. Provides advice and patient education. Conducts health promotion and educational outreach. Collaborates with other providers to enable the student to attain and maintain health.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general supervision of a supervisor or manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Interviews and examines patients, documents medical history, and assesses condition of the patient. Counsels patient with regard to treatment and prevention.
- Maintains proper clinical records and reports. Maintains drugs, medical supplies, and equipment as necessary.
- Collaborates with healthcare team to formulate individualized plan of care for student patients.
- Administers medications and treatments via established protocols as authorized by licensed providers.
- Provides specific health counseling and general health education to concerned individuals, patients and groups.
- Refers patient for specialized medical care beyond the scope of the Student Health and Wellness, including arrangement for any necessary ambulance transportation.
- Gives necessary emergency treatment and referral to patients that are acutely ill or injured.
- Participates in and/or conducts in-service presentations. Participates in various Student Health and Wellness and University committees and advisory groups.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.

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- Two to three years of related experience.

COMPETENCIES

Knowledge of:

- Federal and state regulations, including Connecticut Nurse Practice Act
- Components of nursing scope of practices
- Clinical documentation requirements
- Pharmacology
- College health best practices
- Microsoft Office and related software applications

Skill in:

- Triage and emergency response
- Planning, organization, and delegation
- Medication administration
- Disposition and follow-up
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Provide health education and counseling
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Administer tests and related procedures
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Nurse Clinical Coordinator

Occupational Group	Student Programs/Services
Job Family	Student Health and Welfare
Job Path	Nurse Services
Job Title	Nurse Clinical Coordinator
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: L42001

M5: Level Standards

GENERAL ROLE

This level is the first with the primary function of managing employees. Incumbents may initiate and communicate a variety of staffing actions.

Oversees the day-to-day operations of a group of employees. Responsible for training and development of subordinate staff, estimating staffing needs, assigning work, meeting completion dates, and interpreting and ensuring consistent application of organizational policies. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

- Alter the order in which work or a procedure is performed.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure.
- Distribute work and monitor workload among staff.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues tend to be operational in nature.

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→ *Course of Resolution*

- Identifies issues and gathers facts.
Understands the smallest details of an assigned area.

→ *Measure of Creativity*

- Problems can be resolved within provided guidelines.
- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

Incumbents:

- Manage a small homogenous department.
OR
- Manage a larger process-oriented area whose members perform like activities.
 - Actions regularly affect a department or a project outcome with office/programmatic impact.
 - Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
 - Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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Job Template

GENERAL SUMMARY

Leads and coordinates nursing activities of Student Health and Wellness to ensure high quality patient care, and customer service for both the students and University community. Creates a collaborative environment between the professional and non-professional staff that supports the mission of Student Health and Wellness in promoting health and wellness to the University's student community.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or manager. Manages the day-to-day operations and the work of employees who perform similar functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Coordinates services, staff, procedures, policies and patient flow. Evaluates services and recommends policy or procedural changes.
- Supervises patient care administered by a registered nurse.
- Oversees non-professional staff and provides mentorship to student employees.
- Assesses health problems of incoming patients by means of interview and examination. Assists providers in the administration of examinations, tests, and other procedures.
- Coordinates and conducts employee health screenings to ensure mandatory health requirements are met.
- Provides necessary emergency treatment and referral to patients that are acutely ill or injured.
- Acts as a resource and advisor to clinical staff and patients in area of responsibility.
- Maintains drugs, medical supplies, and equipment as necessary.
- Participates in health related outreach activities and events. Promotes student health and success.
- Performs related work as required.

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MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Four to five years of related experience.

COMPETENCIES

Knowledge of:

- Nursing practice and high quality care delivery model
- Regulatory requirements for all areas of responsibility
- Departmental and university policy and procedures
- Resources available to support student success and well-being
- Microsoft Office and related software applications

Skill in:

- Triage, prioritization, and emergency response
- Resource management
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Provide health education to patients, families, and staff
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Consult with other health care professionals and advise partners on campus related to health and safety
- Plan and manage group health education clinics
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Advanced Practice Registered Nurse (APRN)

Occupational Group	Student Programs/Services
Job Family	Student Health and Welfare
Job Path	Nurse Services
Job Title	Advanced Practice Registered Nurse (APRN)
Job Category: P	Job Level: 7
FLSA Status: E	Job Code: L42002

P7: Level Standards

GENERAL ROLE

This level is accountable for serving in an expert resource capacity in an area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most complex functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Provide analytical, technical, and advisory support to leaders and decisions makers within the same disciplinary track.
- Lead projects or initiatives within the specific area of expertise, to include leading vendors or cross-functional departments or teams.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities as needed.
- Set project objectives, immediate- and/or long-term, as a means to fulfill project initiatives.

INDEPENDENCE AND DECISION-MAKING

→ Supervision Received

- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence.

→ Context of Decisions

- Work is focused on and regulated by specific department/division goals and milestones.

→ Job Controls

- Act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the department and division objectives and missions.
- Subject to managerial controls through conferences, review of reports, and occasional on-site visits or check-ins.

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FLSA Status: E	Job Code: L42002

- Managerial controls are exercised on the incumbent for matters of intermediate- and long-range planning, budgetary, and human resources based matters.

COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent.

→ Course of Resolution

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches with broad impacting effects.
- Problem resolution should regularly require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

→ Measure of Creativity

- Incumbents are regularly required to develop new methods/methodology for evaluation and implementation plans for new initiatives.

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

SCOPE AND MEASURABLE EFFECT

- Serve as an expert on specific subject matter evidenced by regularly researching and producing reports (e.g., white papers) on technical matters of systematic importance and consulting with managers throughout the division/University on specific issues in the position's area of expertise.
- Actions regularly affect a departmental outcome with division-wide impact.

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- Actions have a direct impact on controlling such things as project scope, team size and nature of assignments, operating budget, etc.
- Actions may have high-risk financial, compliance, political, or safety implications.
- Performance results tend to be related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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Job Template

GENERAL SUMMARY

Provides medical care for all eligible students at the University of Connecticut.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor. Serves in an advanced senior resource capacity in an area of specialization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Provides primary medical care for undergraduate and graduate students and promotes the health and safety of the student population. Provides emergency medical services, as needed.
- Conducts comprehensive health assessments of patients to diagnose and treat potential, acute, and/or chronic health problems and medical/psychiatric risk factors.
- Maintains accurate and confidential medical records. Documents medical evaluations, diagnoses, procedures, treatments, outcomes, education, referrals, and consultations consistent with AAAHC (Accreditation Association for Ambulatory Health Care) standards.
- Orders, performs, and interprets medical tests. Refers patients to specialty care, as needed.
- Admits to the inpatient unit, directing patient care from admission through discharge.
- Educates and instructs patients on preventive care, medical/psychiatric issues, and the use of prescribed medical treatments and/or prescriptive medications.
- Participates in continuing medical education activities both within and outside Student Health and Wellness, including health promotion and outreach activities.
- Serves as a resource and clinical consultant for other professional nurses and interdisciplinary colleagues.
- Serves on multiple committees within Student Health and Wellness.
- Participates in ongoing review and revision of standard guidelines used in clinical practice.
- Presents and participates in regional and national professional organizations.

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- Performs related work as required.

MINIMUM QUALIFICATIONS

- Master's degree in related field.
- Two to three years of related experience.

COMPETENCIES

Knowledge of:

- Medical literature in the field of college health
- Pharmacology and appropriate prescribing standards
- Federal and state regulations and DPH reporting requirements
- Current medical best practices
- Microsoft Office and related software applications

Skill in:

- Interpretation of medical testing results
- Understanding students and fostering student success
- Facilitating and coordinating care
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving, and analysis

Ability to:

- Perform complete physical exams, order appropriate tests, and make accurate diagnoses
- Communicate effectively through both oral and written means
- Develop and implement plans of care with ongoing evaluation for response to treatment and document clearly in the electronic medical record
- Provide medical education to students and families, staff, and other medical professionals
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management