Otis College of Art and Design
Nurse Practitioner
Student Health and Wellness Center

Job Summary:
The Nurse Practitioner will provide college health medical care to all eligible patients, as a member of the Student Health and Wellness Center team (SHWC), under the supervision of the SHWC/licensed physician. The Nurse Practitioner will also aid in handling a variety of tasks associated with the day-to-day clinical operations of the SHWC in accordance with departmental policies, procedures and in collaboration with the whole SHWC team. The Nurse Practitioner will also aid in the development, implementation, and evaluation of relevant health education/promotion programs directed toward the student population. The role of the Nurse Practitioner is to promote the restoration of health and achievement of patient health goals through assessment, planning, implementation, and evaluation in the delivery of patient care. The Nurse practitioner will also participate in SHWC activities including accreditation, quality improvement, and complies with all SHWC bylaws, rules, regulations, policies and procedures. This position reports directly to the SHWC Director/licensed physician.

Duties and Responsibilities:
• Provides assessment, diagnosis, and appropriate medical management for acute illnesses, injuries and stable chronic illnesses as well as primary care services such as health maintenance care and annual physicals including ordering appropriate diagnostic tests, making specialty referrals and dispensing medications. Independently seeks consultation with director/physician in maintaining both acute and chronic cases. Participates in the peer review process.
• Provides family planning education and services as well as provide health screening and immunizations. Counsels and educates patients on healthy behaviors, self-care skills, and treatment options.
• Performs minor procedures such as suturing, blood draws and allergy/immunization/medication injections.
• Engages in appropriate and timely consultation with supervising physician (SHWC Director). Completes and maintains accurate medical records of all patient encounters in the electronic health record (EHR).
• Adheres to the Otis College SHWC Nurse Practitioner Protocols and other requirements set forth by the California Board of Registered Nursing.
• Acts as the Otis College SHWC Immunization Compliance Officer. This position will be responsible for maintaining and promoting the immunization compliance program for all Otis College students by tracking student immunization records, notifying students of deficiencies and enforcing compliance throughout the school year.
• Aids in working with various departments on campus to engage students in health promotion events and activities geared towards the whole Otis College community.
• Assists with planning and implementing care designed to meet student health and wellness needs. Participates in monitoring and evaluating the quality and appropriateness of patient care.
• Serves as the point-person responsible for overseeing all aspects of medical services in the absence of the managing physician.
• Maintains a safe environment in accordance with departmental standards, policies, and safety regulations. Ensures compliance with infection control policies.
• Represents Otis College within the health care community and at professional organizations or associations, serve on committees as required.
• Performs other duties as assigned or requested by the SHWC Director.
Qualifications:

- Registered Nurse with a Master’s Degree in Nursing, a valid California State RN license with a Nurse Practitioner Certificate, Furnishing Number, and DEA license is required. National Board Certification preferred. The applicant will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation and policy changes as well as changes in standards of care by attending continuing education courses/conferences, professional meetings and maintaining membership in professional organizations.

- Prefer at least 1-2 years’ experience as a Nurse Practitioner with broad work experiences in general family, adult and/or pediatric medicine. Experience in university or college health care is preferred.

- Demonstrated knowledge in the areas of advanced nursing and nurse practitioner principles, methods, and procedures. Knowledge and understanding of current clinical guidelines and recognized standards of care within the scope of practice, and enthusiasm to care for Otis College students of all ages, backgrounds, and abilities.

- Exemplary communication skills (both written and oral).

- Highly developed organizational and leadership skills.

- Demonstrated computer competency and knowledge of the use of an Electronic Health Record (EHR).

- Maintain a current CPR/BLS/ACLS certification as appropriate.

- Understand and comply with the policies and procedures of the Student Health and Wellness Center.

- Function well within a cohesive team environment and has strong interpersonal, cross-cultural and collaborative skills.

- Must be available to work occasional evenings and weekends for student events and/or to meet business needs.

Emergency Response/Recovery – Position Requirement:
This is considered an essential position. In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with Otis College’s Emergency Operations Plan and/or the employee’s departmental emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts and mobilize other staff/faculty/students if needed.

How to Apply:
Interested candidates must apply via Otis’ website at https://otis.simplehire.com to be considered for the position.