Job Title: Assistant Director SHS - Nursing  
Department: Student Health Service  
Reports to: Clinical Director SHS

Summary:  
Plans, directs, and/or participates in nursing services. Supervises nursing staff. Full time 12 month position.

Essential Functions:  
Major Tasks and Responsibilities
- Directs nursing functions including orientation, performance and duty descriptions, scheduling, payroll and professional development for outpatient clinic, observation unit, after hours unit, and allergy and immunization clinics.
- Provides 24 hour accessibility for nursing clinical concerns and questions during the academic year
- Recommends nurse recruitment, hiring and discharge.
- Provides patient assessment and care
- Oversees the ordering and budget for clinical supplies.
- Works with outside vendors to coordinate and maintain clinical equipment, clinic supplies, laundry supplies, and temporary staffing needs. Maintains budget related to these areas.
- Coordinates on call nursing and provider schedules for times when the clinic is closed.
- Works within the EHR system to develop scenarios for nursing staff. Troubleshoots as needed
- Speaks to Student Groups as requested
- As needed, draws blood, collects other specimen, performs approved laboratory tests (such as strep screen and urine dipstick), prepares specimen for reference lab.
- Establishes and monitors nursing component of quality assurance program.
- Assists with planning, implementation, and maintenance of regulatory compliance standards such as Bloodborne Pathogen, Hazard Communication, and Infectious Disease.
- Performs other related duties as assigned.
- Serves as primary nurse during summer clinic hours as needed

Other Functions:
- Participates with other SHS staff in planning projects and programs such as health promotion, surveys, assessments, and Division of Campus Life events
- Serves as a member of the Student Health Service Leadership Team
- Assists with quality improvement processes including (but not limited to) accreditation, continuing education for nursing staff, and day-to-day performance of nursing staff.

Required Education, Knowledge, Skills, Abilities:
- BS in Nursing or equivalent combination of education and experience
- NC Board of Nursing licensure and current CPR/AED certification
- Demonstrated knowledge of nursing theory and standards of practice
- Skilled in nursing supervisory functions and management functions
• Knowledge of Infection Control, HazCom, BBP, HIPPA, and other appropriate health care practice standards
• Strong interpersonal and communication skills to collaborate with SHS staff and patients
• Ability to organize and coordinate works schedules and work flow
• Ability to maintain confidentiality of university records and medical information
• Ability to perform phlebotomy and intravenous procedures.
• Knowledge of procedures and stands for administration of medication
• Proficient in use of MS Windows software and Electronic Medical Records
• Ability to work collaboratively with management team

Preferred Education, Knowledge, Skills, Abilities:
• Previous college health experience
• AHA BLS Instructor
• Demonstrated experienced leading highly effective nursing teams

Accountabilities:
Supervises RN and CMA staff including scheduling, assigning work, reviewing performance, annual competency verification, recommending salary increases, promotions or discharges.
• Works under minimal supervision
• Works under license as Registered Nurse by NC Board of Nursing
• Recommends, tracks and monitors specific budget items
• Responsible for verification of nurse and CMA license status with NC Board of Nursing
• Assures that nurses’ actions meet standards established by NC Board of Nursing, ANA Standards of College Health Nursing Practice, CLIA, OSHA and applicable standards

Note:
This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

In order to provide a safe learning and living community, Wake Forest University conducts background investigations and drug screens for all final candidates being considered for employment.

Wake Forest seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.

Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.

Human Resources Use:

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