

WORKING CONDITIONS

Work is performed in a clinic exam room and office environment where health and safety considerations exist from exposure to communicable diseases, blood borne pathogens, and infection.

SALARY/FRINGE BENEFITS

- Grade 14 on Management Salary Schedule (\$6,540.00-\$7,406.00/month).
- Health and welfare benefits include District paid medical/dental/vision benefits and employee life insurance (\$50,000). Cash-in-lieu of medical insurance available.
- Participation in the Public Employees' Retirement System and Social Security.
- 22 days annual vacation.

CONDITIONS OF EMPLOYMENT

- This is a full-time classified management position.
- Employment is to be effective as soon as possible following completion of the selection process.
- Ability to provide all official transcripts from accredited college(s) and/or universities.
- Individual hired will be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints.
- Individual hired will be required to submit current negative TB test results.

APPLICATION PROCEDURE

- Completed District application form.
- A complete, comprehensive and current résumé.
- A cover letter, not to exceed five pages, detailing how your experience and qualifications meet the requirements for the position.
- The names and phone numbers of six references: two supervisors, two direct-reports and two colleagues.

APPLICATION DEADLINE

The position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is **4:30 PM on OCTOBER 19, 2009**. This position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than **4:30 PM on OCTOBER 19, 2009**. It is the applicant's responsibility to insure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

SELECTION PROCEDURE

Application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by the selection committee. Employment is contingent on approval by the Board of Trustees.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: <http://www.cerritos.edu>

HUMAN RESOURCES:

8:00 AM - 4:30 PM (Monday through Friday)

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Equal Opportunity Employer

9/16/09

Cerritos College
Human Resources

**MANAGEMENT
OPPORTUNITY**



**CLINICAL
SUPERVISOR-NURSE
PRACTITIONER**

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

DEFINITION

Under the direction of the Coordinator of Student Health Services, manage the Student Health Services (SHS) clinic operations and provide clinical services to patients under District protocols and guidance set forth by the State Board of Registered Nursing and developed in conjunction with a supervising physician.

DUTIES & RESPONSIBILITIES

- Manage the delivery of clinical services on a day-to-day basis including oversight of the clinical staff per guidelines and physician orders/protocols.
- Perform advanced nursing level physical examinations such as, but not limited to, OB/GYN; clinical assessments, including immunizations; TB screening, skin testing, and interpretation; lab screenings and interpretations and formulate plans of treatment and preventive health measures within the established standardized nursing procedures and clinic protocols, and where applicable, physician authorized.
- Perform medical assessments, interpret diagnostic data, determine diagnosis and develop treatment plans for acute, episodic illnesses, injuries, etc. in accordance with established, physician-approved and standardized nursing procedures and guidelines.
- Provide appropriate education for prevention, health maintenance and treatment compliance; make referrals as necessary; and provide follow up. Provide instructions to patients, orally and in writing, regarding findings, plan of care, instructions for self-care and follow-up recommendations.
- Discuss applicable cases with physician and other health professionals to prepare comprehensive patient plans of care.
- Participate in inventory, ordering, and maintenance of clinic supplies, equipment and pharmaceuticals.
- Dispense medications as appropriate according to Student Health Services Department, State Business and Professions Code, and State Board of Registered Nursing standardized dispensing procedures, protocols, guidelines, and regulations.
- Provide crisis intervention, evaluation, and referral to college or community counselors, or other mental health resources.
- Initiate, develop and maintain confidential, complete medical records and forms for Student Health Services patients.

- Assist the Coordinator of Student Health Services on issues of health promotion, disease prevention, and safety and health advocacy that may include classroom presentations, resource material development, organizing outreach activities, committee membership, or staff and faculty presentation.
- Provide patient education, assist in distribution and development of health promotion materials.
- Participate with members of staff in implementing student health outreach programs that respond to identified needs while serving as a resource for the campus community on issues of health promotion, disease prevention and safety and health advocacy.
- Participate in communicable disease control and management.
- Supervise and evaluate assigned personnel.
- Assist the Coordinator in planning, developing, and implementing a comprehensive program for Student Health Services, including current standard of practice in medicine, nursing, and staff management, and licensed lab and hazardous waste management.
- Assist in monitoring clinic for effectiveness, applicability and safety through ongoing quality improvement and program review activities.
- Assist in writing proposals and grants for special program funding.
- Perform other related duties as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Current standards of practice, including State and Federal laws and regulations that apply to the provision of health care such as the Nurse Practice Act, HIPAA and Universal Precaution standards.
- Community health principles including: communicable disease epidemiology, prevention and control per the local and state public health departments and the U.S. Centers for Disease Control.
- Crisis intervention, drug and alcohol addiction/use, eating disorders.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- State and Federal health and safety laws and regulations, including applicable provisions of the State of California Business and Professions Code.

Ability to:

- Work cooperatively with, have understanding of, sensitivity to, and respect for, the diverse academic, socioeconomic, ethnic, culture, disability, religious and sexual orientation populations among community college students, faculty and staff.
- Perform physical examinations and diagnose illness.
- Assess physical and mental status of patients.
- Make decisions regarding appropriate care for patients and need for contacting a physician.
- Provide appropriate emergency response and crisis intervention.
- Understand technical and medical terminology.
- Communicate effectively individually and in groups with a diverse population in meeting health related needs and about a variety of health related topics.
- Make appropriate referrals and facilitate access to both private providers and community health resources.
- Maintain records and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand and work within scope of authority/practice and under physician guidelines/protocols.

Education, Training and Experience:

- Master's degree in nursing; or Bachelor's degree in nursing and Master's degree in related field.
- Possession of a valid California Board of Registered Nursing license to practice as a Registered Nurse and a Nurse Practitioner with a specialty in family or adult care.
- Possession of a valid California drug or device furnishing number issued by the Board of Registered Nursing and current federal DEA number.
- Current, valid CPR and AED certification.
- A minimum of three years of experience in an acute health care setting, facility or private practice.

PHYSICAL CONDITIONS

Requires ambulatory ability to walk and stand for extended periods of time. Requires the hand-eye coordination and manipulative skills to perform precise examinations, tests, and treatments to patients. Requires the ability to perform occasional lifting and moving of light to moderately heavy (less than 50 pounds) objects. Requires visual acuity to read and observe patient symptoms. Requires auditory ability to carry on conversation with a group and to carry on conversations in person and over the phone.