

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Nurse/LVN

Reports To: Vice President for Student Development

Code: NLVN

Department: Student Service

EEO Type: SK

Effective Date: 09-01-82

Revision Date: 06-23-03 **Position**

Pay Grade: B

FLSA: Nonexempt

ORP Elig: N

A. General Description:

The nurse is responsible for assisting students with health problems in receiving treatment determined necessary for their recovery. The nurse answers directly to the Vice President for Student Development.

B. Duties and Responsibilities:

a. Essential Functions

Receive students in professional manner and assist them to determine, where possible further medical needs for the individual, and take appropriate action.

Arrange, when requested, appointments with other medical professional or agencies for students and arrange transportation when necessary.

Receive individuals in need of immediate medical attention and perform those activities of a medical nature for which training has been received and is appropriate.

Keep daily records on contacts including recommendations and action taken.

Make monthly reports to the Vice President for Student Development.

Maintains a file on all student health forms.

b. Other Responsibilities

Performs other related duties as assigned.

Where necessary, make decisions where an emergency exists and make a decision as to the disposition of the individual with health problem.

C. Working Conditions:

Restricted: Sustained posture or intense attentiveness for prolonged periods. Light lifting (less than 30 lbs), some walking, pushing, and pulling on a regular basis. Continual Exposure or Recurring Risk: At least half of each week requires exposure to sensory extremes. Several times weekly, exposure to chance of injury or loss of life, requiring additional safety precautions.

D. Required Qualifications:

Two years current work experience in Health Care Services.

E. Minimum Requirements of Education and Experience:

Licensed Vocational Nursing Certificate.

Two years added documented experience to compensate for the lower academic level training.

Approved _____
Supervisor