This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:**  NEW  EXISTING

**POSITION CLASSIFICATION:** Registered Nurse III  **CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Non-exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;      

**A. JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **LEAD RESPONSIBILITIES (**For recruitments and/or hires, this section will be completed in PageUp only)

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

**C.** **PHYSICAL AND MENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**D.** **ENVIRONMENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)



**E. MINIMUM QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **Education:** High school diploma or equivalent. Completion of a professional nursing program in an approved school of nursing or by additional preparation as approved by the California Board of Registered Nursing.
* **Experience:** Three years of progressively responsible professional nursing experience which has provided evidence of the ability to perform the nursing duties described above and has included administrative and lead responsibilities; or equivalent combination of education and experience which provides the required knowledge and abilities.

**F. LICENSING/CERTIFICATION REQUIREMENTS**

* Must possess and maintain a valid California RN license.
* Must possess and maintain certification in CPR/AED.

**G. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* Must possess a working knowledge of effective supervisory methods and techniques.
* Comprehensive understanding of nursing programs and specialties.
* Thorough knowledge of professional nursing principles, methods and procedures.
* Thorough knowledge of anatomy and physiology applicable to assigned duties.
* Thorough knowledge of medical supplies and equipment used in nursing practice; and the uses and effects of medications and narcotics.
* Working knowledge of applicable state and federal laws and regulations pertaining to registered nursing and the scope of practice limitations of clinic support staff.
* Ability to provide effective work directions and plan and organize the work of others.
* Ability to assess, plan, develop, implement and evaluate a nursing program which may include one or more nursing specialties or clinics.
* Ability to effectively apply nursing knowledge and demonstrate proper techniques and skills in performing nursing duties.
* Ability to accurately observe and record symptoms, behaviors, and reactions to treatments in order to make a nursing diagnosis. Ability to respond with therapy to treatment reactions.
* Ability to use applicable health center automated systems to perform duties and maintain records and prepare reports.
* Ability to gain the cooperation of patients; analyze emergency situations and take prompt action.
* Ability to maintain patient confidentiality and privacy in compliance with applicable state and federal laws and regulations.
* Ability to maintain effective working relationships with practitioners and other health center support staff.
* Ability to be sensitive to and communicate effectively with patients from diverse backgrounds.
* Must possess broader and specialized nursing knowledge that supports the performance of specialized duties in such areas as, but not limited to, triage and assessment, patient counseling, and staffing specialized nursing clinics.
* Must have a broader knowledge of clinic operations and the development and implementation of a nursing program, including procedures and protocols.
* Must be able to effectively apply specialized nursing skills.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)



**I. SENSITIVE POSITION CRITERIA** (Please check ALL that apply to the position):

This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

This position will have authority to commit financial resources of the university through contracts greater than $10,000.

This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

This position will have responsibility or access/possession of building master or sub-master keys for building access.

This position will have access to controlled or hazardous substances.

This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

This position will have control over campus business processes, either through functional roles or system security access.

This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

None of the above is applicable to the position.

*The incumbent is considered a General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[19 & 34] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

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Employee Name Employee SignatureDate

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Supervisor Name Supervisor SignatureDate

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Dept Head/Next Level MPP Name Dept Head/Next Level MPP Signature Date