

Lincoln University Job Description

Job title:	<i>Registered Nurse</i>
Department:	<i>Health Services</i>
Reports to:	<i>Director of Health Services</i>

Job Summary:

Provides emergency and regular medical care to students on an inpatient/outpatient basis at the Office of Health Service. Provides emergency care to other individuals as needed.

Qualifications:

- Graduate of a professional nursing school.
- Pennsylvania Registered Nursing License.
- One (1) to two (2) years' experience as a staff nurse required.
- Must be able to work with little or no supervision.
- Must be able to make decisions supporting the department's mission and goals.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Must have excellent communication skills, oral and written.
- Must have interpersonal skills, and the ability to work within a culturally diverse organization.
- Must have a high level of professional appearance and demeanor.
- Ability to maintain a high level of confidentiality.
- Must work in shifts and work overtime in the event of an emergency.

Essential Duties and Responsibilities:

- Screens and schedules the order of treatment (triage) of students, employees, and other individuals who represent themselves at Health Service for medical care.
- Log-in student and employee visits.
- Schedule regular appointments.
- Respond to student, staff, and/or external inquiries in a courteous and professional manner.
- Maintains, updates, and organizes files and records for the department and posts information to records to ensure accurate documentation and timely retrieval of information and maintains the confidentiality of patient records.
- Assists the University physician or attending physician in the examination of patients.
- Responsible for the maintenance of medical equipment ensuring proper procedures are followed.
- Assists the health van drivers, tray, and errand persons.

- Checks all supplies, stocks shelves, and compiles lists of items needed to be ordered.
- Order supplies and medications for department and follows equipment maintenance procedures.
- Maintains a neat, hygienic and safe environment and work area.
- All other relevant duties as assigned.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.