The Staff Nurse provides quality care for students in a compassionate manner and acts as an advocate for their health needs. The staff nurse functions under the supervision of the Director of Student Health and within the scope of the NYS Nurse Practice Act for the purpose of providing quality nursing care for the management of minor acute episodic illness, stable chronic disease, health promotion and health maintenance. This is a part time position, approximately 24 hours per week, 34 weeks per year.

Responsibilities:

- Assist in organizing and managing day to day clinical workload and patient flow to ensure a well-organized clinic.
- Collaborate with the Director to develop, implement, update and evaluate policies, procedures and protocols pertaining to the clinical management of student and employee health and wellness that are in accordance with the published standards of practices.
- Report all significant clinical information daily.
- Maintain an inventory report of clinical supplies and pharmaceuticals.
- Discard all expired medications and supplies according to office procedure.
- Maintain all clinical equipment in good working order.
- Notify the Director to arrange for repair or replacement of clinical equipment.
- Maintain all emergency equipment, stock emergency cart, discard expired items and weekly checks of the emergency equipment and log checks.
- Coordinate the pick-up of laboratories through Quest Laboratories and ensure that all lab results are received and recorded in the medical record.
- Report all pertinent and abnormal data to the Director, clinic nurse practitioner, and clinic physician as appropriate. This includes any infectious or communicable disease trends that have the potential to impact the health of the campus.
- Providing expeditious assessment of medical emergencies when called upon and give appropriate care and referral as deemed necessary, following emergency standing orders.
- Assist in reviewing incoming students’ medical histories. Notify the Director of students with significant: disabilities, physical education limitations, chronic medical problems, possible TB infection, mental health issues.
- Maintain confidential records and following appropriate state and federal regulations related to protected health information, for storing, transfer, and retrieval of information.
- Provide screening and advisement to clients over the phone, documenting all phone consultations in the records.
- Record and follow up on all off campus referrals including emergency room, X-rays or other diagnostic tests on referral list, obtain reports of referral for client’s medical record.
- Follow up on all accident or illness reports received in the Student Health Center.
- Assist with Sentinel Report for influenza, including recording all cases of influenza like illness, obtaining consent for culture, obtaining throat cultures; mailing to Albany Lab.
- Provide immunizations and PPD screening to students following the Student Health Center procedures.
- Carry out all site point of care testing for CLIA waived tests according to Point of Care Procedure Manual. This includes annual competency training.
- Daily, monthly, and annual checks on AED and urgent care supplies as assigned.
- Carry out physician and nurse practitioner orders including written and verbal orders.
- Triage students during physician clinic, arrange for appointments with clinic physician follow up on students who missed physician appointment.
- Maintain the flow of students into and out of the clinic during physician clinic hours.
- Continue professional growth through continuing education programs and keep abreast of latest medical and nursing advances. Maintain American Nursing Association Accreditation for College Health Nurse, if currently certified.
- Comply with all policies and procedures of the Student Health Center and Canisius College.
- Perform other duties as assigned by the Director of Student Health.

Must be RN licensed to practice in NYS. Previous Emergency Room, Primary Care, or College Health Nursing experience is preferred. Experience with electronic practice management system and EMR preferred. Demonstrate strong physical assessment skills. Must be a caring, compassionate individual with strong interpersonal skills. The successful candidate will have sound nursing judgment and strong triage skills.

To apply please send a cover letter and resume to: hr.recruiter@canisius.edu (please put RN in the subject line) or mail to HR, 2001 Main St, Bflo, 14208. Review of application materials begins immediately and will continue until the position is filled.

Canisius College, a Catholic and Jesuit university, is an independent, co-educational, medium-sized institution of higher education. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity Employer. 5/15