BASIC JOB DESCRIPTION: Stetson University is seeking a dynamic individual to provide support to the CLaSS team as a Registered Nurse. Under the supervision of the Director of Health Service, assesses patients before provider enters, documents physical findings as reported by provider, and follows treatment plan of provider or established protocol if provider requests. Supports strategic direction and planning for the Student Health Service, which includes assisting in committees outside Student Health Service.

QUALIFICATIONS: The successful candidate should possess a Bachelor of Science in Nursing or related field; Registered Nurse Certification with current Florida license; CPR certification; 5-7 years nursing experience, emergency room or outpatient clinic experience desired; leadership skills, experience in patient education, computer knowledge using graphics, Word, email, Internet, PowerPoint and Publisher.

ESSENTIAL JOB FUNCTIONS: Maintains medical records, both manual and electronic, and scans clinical charts to electronic health record as needed; Initiates in-house tests, following established protocol. Notifies provider of test results; Assists provider in the care of patients by preparing the patient for examination, instructing the patient regarding medical procedures, and providing appropriate nursing assessment data and vital signs; Assists provider with examinations, treatment procedures, and emergencies; Administers medications and treatments as prescribed by the provider. Procedures may include specimen collections (throat cultures, urine for urine dips, UA, C&S and HCGs) and drawing labs, helping with referrals, injections, and dressings. Provides health education to students regarding these procedures; Prepares lab specimens for processing, including entering patient’s demographic information, insurance information, and diagnosis in Laboratory computer program; Prepares instruments, and other medical supplies for sterilization; Performs pharmaceutical duties including ordering, stocking, labeling and accounting for all medications and supplies. Assists in the removing of expired medications from stock and properly disposing of them as needed; Restocks and maintains instruments and medical supplies on a daily basis. Maintains lab supplies by ordering on an as-needed basis; Recognizes underlying psychological and emotional problems and takes appropriate actions, including alerting provider, Public Safety, and/or the Counseling Center; Evaluates University employees injured on-the-job for potential Worker's Compensation actions and notifies designated Department staff; Participates in in-service offerings, such as C.P.R. recertification, training in new techniques and procedures, continuing education to meet licensure requirements; Participates in orientation of other staff members from both the University and partnering hospital; Stays up to date on best practices in the field through professional association affiliation and involvement.

WORKING CONDITIONS: Requires some physical effort, i.e. some standing and walking, frequent light lifting (5-10 lbs); and manual dexterity in the operation of office equipment; extended periods of time at a keyboard; perceptual demands for color, sound, form, and depth; occasional and, at times, frequent hours outside the normal University schedule.

APPLICATION PROCEDURES: Complete application available online or in HR office. Please submit a cover letter and resume, with names, addresses, emails and telephone numbers of three professional references to the Department of Human Resource at humres@stetson.edu or send to Stetson University, Inc., Office of Human Resources, 421 N. Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: 386.822.7562. Review of applications will begin immediately and continue until filled.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.