

Job Description

Job Title: Registered Nurse Coordinator

Code: 11020

Salary Grade: 61

FLSA Status: Exempt

Department/Division: Student Health Services

Reports To: Nursing Director

Summary

- **Function:** To provide professional nursing skills and leadership in the coordination and administration of nursing procedures for patient care. Provides expertise and support for all quality management functions necessary for maintaining AAAHC Accreditation (Accreditation Association for Ambulatory Health Care).
- **Scope:** Responsible for assessing, developing, implementing and evaluating a plan of nursing care for patients. Oversees and delegates patient care through ancillary staff. Plans, coordinates and implements the quality assurance and quality improvement programs (QA/QI) to include data collection and analysis for assurance of standards specific to the AAAHC (Accreditation Association for Ambulatory Health Care). Plans, coordinates and maintains AAAHC materials and records for re-accreditation.

Duties

- **Typical:**
 1. Maintains quality standard of patient care as established by the nursing profession and Texas state licensing agencies.
 2. Assesses patient's physical, psychosocial and behavioral health through triage via phone or in the clinic, providing appropriate care or referral for the patient's condition.
 3. Participate in professional nursing care of patients as required. Administer medications, immunizations, screenings, phlebotomy, laboratory procedures and/or treatments.
 4. Maintain accurate and confidential medical records.
 5. Assist physician during the examination and treatment of patients and counsels patient on physician's orders.
 6. Performs emergency care on patients and refers patient to emergency facility as appropriate.
 7. Participates in continuing education and professional knowledge to improve patient care
 8. Maintains complete files for each QA/QI activity and ensure that there is

<p>adequate documentation of the quality review data. Producing charts, graphs and reports to demonstrate results and outcomes.</p> <p>9. Coordinates and assists in tracking of data for periodic, quarterly and annual QA/QI reports.</p> <p>10. Coordinating and conducting activities related to QI clinical studies.</p> <p>11. Assists the nursing and provider staff with peer review, collecting data and creating/revising audit tools.</p> <p>12. Assist in completing the accreditation/re-accreditation policy and procedure review and application process.</p> <p>13. Scheduling, coordinating, and facilitating planning meetings and minutes for AAAHC committee.</p> <p>14. Maintaining AAAHC records and materials electronically.</p> <p>15. Performs other duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Assists the Administrative staff with duties as required.</p> <p>2. Attends professional conferences and professional development trainings and in-services.</p>

Education

Required	Preferred
Graduation from an accedited professional school of nursing/accredited institution.	Bachelor’s degree

Other Requirements

Required	Preferred
Current RN License from the Texas State Board of Nurse Examiners.	NA
Tact, diplomacy, discretion, and confidentiality in dealing with personal information.	
One year experience in Quality Management in a health care setting.	
Criminal Background Check (CBC)	
CPR/AED certification	

Experience

Required	Preferred
Five years of experience in the nursing field.	Five years of experience in college health care.

Equipment

Required	Possible
Use of standard clinical health care facility equipment and standard office equipment.	NA

Working Conditions

Usual	Special
Usual office or clinical patient care facility conditions.	Possible exposure to blood-borne pathogens. Possible exposure to combustible materials.

Supervision

Received	Given
General supervision from immediate supervisor.	Supervises assigned support staff

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.