

The University of Texas at San Antonio

Job Description

Job Title: Vocational Nurse Coordinator
Code: 11074
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Student Health Services
Reports To: Physician Assistant

Summary

- Function: To provide assistance to the professional nursing staff and Medical Providers with the administration of student health care services.
- Scope: Responsible for assisting in the treatment and care of patients not requiring the specialization and/or skills of a professional nurse.

Duties

- Typical:
 1. Collaborate with Student Health Services Director to develop and implement inventory program for all levels of inventory in medical services, including all immunization categories, prescription and non-prescription medications, and in-house plus referral lab testing supplies and materials needed to collect tests.
 2. Review forms/records documenting medical testing/vaccination records for accuracy and direct release of holds with Office Assistance II or their designee.
 3. Review past semester's data pertaining to the release of all types of medical holds.
 4. Network with University-wide departments to centralized information gathering and release of information regarding medical holds to allow consistent and accurate information presented to students in a timely and efficient manner.
 5. Develop off-site testing/vaccine administration programs that increase efficiency in the delivery of Student Health Service.
 6. Assists the physician in the clinics as appropriate for patient's needs to include ensuring Medical Provider orders are completed in appropriate manner; preparing rooms for clinic, prepares patient's charts and patients to be seen by the Medical Provider; administers vaccines and screening tests under supervision as recommended by the CDC (Center for Disease Control) guidelines and Student Health Services policies; follows up on all persons with reactions to vaccines; and uses the appropriate precautions

<p>including the methods of administration and knowledge of side effects for each vaccine.</p> <ol style="list-style-type: none"> 7. Assists registered nurses with health education, treatments, and procedures. 8. Completes appropriate paperwork; keeps inventory room in good condition; and maintains confidentiality in all matters. 9. Perform other duties as assigned. <p>• <u>Periodic:</u></p> <ol style="list-style-type: none"> 1. N/A
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Education

Required	Preferred
High school graduation or GED.	N/A

Other Requirements

Required	Preferred
Licensed vocational nurse with current Texas license.	N/A
Current CPR certification.	
Tact, diplomacy, discretion, and confidentiality of medical information required in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of experience in vocational nursing to include one year of supervisory experience.	Two years experience in vocational nursing work in a clinical setting to include two years of supervisory experience.

Equipment

Required	Preferred
All equipment related to vocational nursing and personal computers.	N/A

Working Conditions

Usual	Special
Usual office or clinical ambulatory patient care facility conditions.	Evening or weekend work may be required.
	Possible exposure to blood-borne pathogens and to combustible materials.

Supervision

Received	Given
General instructions from supervisor. Determines own work sequence within limits of established policies.	Supervises assigned support staff.

Accuracy

Exacting proficiency in all phases of 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.