

Wright State University
CLASSIFIED JOB SPECIFICATION
Registered Nurse

I. JOB INFORMATION

Job Title: Registered Nurse (CS 06)

Job Class: 31121 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction and in accordance with broad based standards or specific medical orders, performs a variety of duties and tasks related to the professional medical care of students.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Assists MD and nurse practitioners. Provides professional nursing care to patients in a variety of medical settings following specialized practices, procedures and physician orders.
- Performs triage, both in person and on the phone, for students.
- Performs nursing assessments of students and administers appropriate treatments including, but not limited to, immunizations, injections, first aid, suture removal, cerumen removal, venipuncture and referrals.
- Educates students in disease prevention and health promotion.
- Manages or assists with yearly health screenings.
- Performs CLIA-WAVED lab tests and controls.
- Maintains accurate and appropriate records and logs.
- Performs a variety of clerical and administrative duties related to patient care including assistance at the front desk, maintenance of supplies and equipment, and compilation of monthly report of student visits.
- May train and direct clerical workers in operations of work unit.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Associate degree in nursing and two years of related experience. Experience must be within the last five years including a practicum. Extensive knowledge of: registered nurse procedures and theories; state and federal regulations, policies and procedures related to nursing; case management, medication administration and blood testing procedures.

V. WORKING CONDITIONS

Health care environment. Exposure to biohazardous materials. Hours of work may vary at times.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Valid licensure as registered professional nurse in State of Ohio. CPR Certificate

VIII. JOB SERIES

31120

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.