Title: Nurse, Health Center

Gordon College is seeking a highly motivated, experienced Registered Nurse to join our on-campus student health center team. We are seeking an RN who is committed to working with a student centered, team-based model. Gordon College is seeking a part-time RN to work 20 hours per week during normal operating hours (8am – 4:30pm) through the academic year (August – May).

Function: As directed by the Medical Director and Nurse Practitioner, and in compliance with state licensure, provides appropriate medical treatment and advisory service to students.

Philosophy:
With every student interaction we strive to provide a professional, consistent level of health care. We believe that information is critical for students as they navigate these years of emerging adulthood. By bolstering medical treatment with education and choice about their health care, we aim to afford students the opportunity to cultivate the skills necessary to maintain a healthy, balanced lifestyle during their time at Gordon and into adulthood.

We are committed to the values of integrity and compassion in our relationships with each student because we believe that wellness is best achieved when trust and confidence are built between healthcare providers and their patients. It is our goal to make the Health Center a safe and informative place for students to receive care and support in their personal health as they manage the demands of student life.

Description of Duties and Tasks:

1. Functions in accordance with the Massachusetts Nurse Practice Act, Code of Ethics for Registered Nurses, and the college's policies and procedures.

2. Assists and collaborates with the staff physician and nurse practitioner.

3. Provides medical care for minor illnesses and injuries and performs lab testing as ordered by the physician/NP or per nursing judgment and as allowed by standing orders.

4. Performs lab testing and basic eye exams as ordered by the staff physician/NP.
5. Provides medication to students as allowed by standing orders, triages students with injury or illness, and provides direct care for minor injuries through first aid procedures from a recognized agency, i.e. American Heart Association.

6. Provides information to students about preventive care.

7. Provides referral information for students requiring medical assistance beyond the capability of the health center staff.

8. Assists students with transportation arrangements to the hospital or to off campus appointments.

9. Notifies appropriate faculty/staff of hospitalizations and extended illnesses of students, through the Office of Student Life.

10. Maintains and updates the clinic daily log with student visits, symptoms and treatment provided and a well-documented record of each student visit in the individual record.

11. Ensures compliance of each student with current immunization requirements for state and college entrance and continuation via EMR.

12. Administers prescribed vaccinations for travel or immunization compliance.

13. Ensures compliance with HIPAA regulations for confidentiality of medical records and provides consistent and professional communication with parents when applicable.

14. Provides coverage for other staff nurses as able.

15. Maintains supply inventory for the clinic.

16. Attends Office of Student Life meetings regarding the operation of the health center, and actively participates in professional development programs and workshops as they relate to college medicine.

This notice should not be construed to imply that this is the exclusive list of job functions associated with this position.

**Required Knowledge, Skills and Abilities:**
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.
1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. Must be a graduate of an accredited Registered Nurse program and licensed to practice in the state of Massachusetts with at least 5 years of clinical experience.

3. Must possess sound professional training in, and the ability to make experienced application of the principles and practices of up to date medical nursing and first aid.


5. Must possess effective interpersonal, verbal and written skills including listening, processing and communicating a plan of action suited to each individual situation.

6. Must be proficient in phlebotomy and administration of IM/SC injections.

7. Must be certified in Basic Life Support CPR and AED (automated external defibrillator)

8. Must possess basic administrative skills and prior experience with student or patient database information systems as well as Microsoft Office systems.

9. Previous experience with pediatric, adolescent or urgent/emergency care preferred.

10. Must possess ability to work constructively and calmly with patients in stressful and critical situations.

11. Must be able to access information to provide local referral resources.

12. Must comply to a Criminal Offender Record Information (C. O. R. I.) background check, as the RN will work alone at times, and should have satisfactory TB/Mantoux and drug screenings.

**Application Procedure:**
Interested applicants should apply on the Gordon College job site at [www.gordon.edu/jobs](http://www.gordon.edu/jobs)
Include your letter of interest, resume, copies of official transcripts, letters of recommendation and nursing license and certifications. If you have any difficulty with the application, you can forward application materials to HR@gordon.edu.