



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle the legal challenges—and leverage the opportunities—of the 21st century.

## CLINICAL NURSE (On Call) Student Health Services

**Classification:** Class Code 4001 / Non-Exempt / On-Call / Intermittent / Temporary

**Hiring Salary Range:** \$52.89/hr

**Working Hours:** As required and as requested.

**Clinic Hours:**

8:00 a.m. to 3:00 p.m. Monday, Tuesday and Thursday;

10:30 a.m. to 5:00 p.m. Wednesday

8:00 a.m. to 1:00 p.m. Friday.

**Posting Date:** April 24, 2017

### THE ROLE

Under the general direction of the Manager, Student Health Services, the On Call Nurse performs professional nursing duties in a clinic setting in support of the College's Student Health Services.

### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Examines, assesses, and treats patients in accordance with medical protocols;
- Educates patients on health maintenance and disease prevention;
- Assists physicians with examination and treatment of patients;
- Administers injections;
- Performs phlebotomy;
- Collects specimens for laboratory analysis;
- Takes and records vital signs;
- Triage patients according to their medical needs;
- Sets up treatment trays, prepares instruments and other medical equipment;
- Establishes and maintains medical records;
- Maintains medical supplies, including sterilization and stocking of exam rooms;
- Maintains, updates, and assists in obtaining patient education materials;
- Performs other related duties and responsibilities as assigned.

### REQUIREMENTS

#### EDUCATION AND EXPERIENCE

- Possession of the legal requirements to practice as a Registered Nurse in California;
- Bachelor's degree in Nursing or a related field preferred;
- Minimum of three years professional nursing, one of which has involved ambulatory care experience.

## KNOWLEDGE, SKILLS & ABILITIES.

- Perform routine physical assessments and treat according to established protocols; interview and triage patients;
- Knowledge of professional nursing procedures, including understanding medical terminology, patient teaching methods, pharmacology, and clinical methods and equipment;
- Phlebotomy skills;
- Prepare and maintain medical records, lab reports, and other health records;
- Provide educational information on health maintenance and disease prevention;
- Utilize medical equipment including autoclave, centrifuge, venipuncture supplies, and medical office instruments;
- Communicate effectively orally and in writing;
- Understand the individual needs of students;
- Represent the facility in a pleasant, professional and efficient manner;
- Knowledge of computer programs including Microsoft Word; Microsoft Outlook; desired knowledge of Datatel;
- Must be able to MAINTAIN CONFIDENTIALITY.

## THE HIRING PROCESS

To apply, go to:

[http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Clinical%20Nurse%20\(OnCall\)%20-%20SHS%20Mar2016](http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Clinical%20Nurse%20(OnCall)%20-%20SHS%20Mar2016)

**Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**Please Note: *\*\*This position has been designated as “sensitive” and requires a pre-employment background check.***

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## WHAT TO EXPECT

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an Equal Opportunity Employer*