



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,300 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers and a dynamic community of faculty and students.

CLINICAL NURSE (On Call) Student Health Services

CLASSIFICATION: Temporary/On Call

HIRING PAY RATE: \$46.05/hour

POSTING DATE: October 20, 2011

WORKING HOURS: As required and as requested.

CLINIC HOURS:

8:30 a.m. to 3:00 p.m. Monday, Tuesday and Thursday;

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

8:30 a.m. to 1:00 p.m. Friday.

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

DUTIES and RESPONSIBILITIES

Typical duties and responsibilities will include, but will not necessarily be 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;
- 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;
- 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 professional nursing procedures, including understanding medical terminology, patient teaching methods, pharmacology, and clinical methods and equipment;
- 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\(On%20Call\)%20-%20Student%20Health%20Services](http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Clinical%20Nurse%20(On%20Call)%20-%20Student%20Health%20Services)

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.

*****This position has been designated as "sensitive" and "confidential" and requires a pre-employment background check.***

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