



Savannah State University Position Description – Staff Nurse I

POSITION DESCRIPTION

Position Title: Staff Nurse I FLSA Status: Exempt
Reports to: Director Administrative
Department: Health Services
Date Prepared: June 2003

BASIC FUNCTION

The position is responsible for reinforcing and promoting preventive medicine as well as wellness in the University environment. The nurse supports and provides a source of confidentiality and is needed to do a higher level of assessment nursing care and evaluation.

NATURE & SCOPE

Reporting to the Director Administrative, this position supports the health of the University by giving medical care at the Health Center.

This position also promotes health and wellness through education and preventive medicine.

Manages the supplies used for patient care.

Position must exhibit professionalism, and maintain a high level of confidentiality.

PRINCIPAL ACCOUNTABILITIES

- Prepares and organizes the center for arrival of students and doctor daily.
- Completes lab forms; records vital signs and helps doctors with examinations.
- Completes company workers' timesheets making sure they are signed and transports to human resources.
- Picks up lab forms and supplies from health department.
- Reads doctors' orders, processes referrals, treatments, and gives advice as needed to students as well as staff.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires four year of college degree, and an RN license.