

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Part-time Nurse

POSITION OVERVIEW

This position is a part-time, academic year position responsible for providing nursing care to students. The expectation is that this individual will work between 20 and 30 hours per week during the academic year in support of the mission of MMA's Student Health Services. The nurse is expected to provide each student with assessment, care and triage. It is important that the nurse be able to function in a fast paced environment and demonstrate a commitment to providing quality care and excellent customer service. The nurse must be a Certified Professional Collector to collect urine specimens for drug testing done according to the Rules and Regulations of the Federal Department of Transportation.

DUTIES

- Observe and record patients' behavior, and monitor changes in their condition
- Document patient care services by charting in patient and department records
- Maintain reports of patients' medical history
- Adhere to protocols, norms, rules and regulations in order to maintain complete medical records
- Maintain hygienic and safe working environment in compliance with the healthcare procedures
- Discuss treatment with physician
- Provide necessary guidance on health maintenance and disease prevention
- Prepare rooms, and decontaminate equipment and instruments
- Prepare patients for examinations
- Maintain patient confidentiality
- Perform collection of urine samples for drug testing according to USGG protocols

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Proficiency at nursing skills as related to Student Health Services at Maine Maritime Academy
- Medical Teamwork, Health Promotion and Maintenance
- Excellent organization skills with the ability to prioritize and to handle competing priorities
- Excellent written, verbal and interpersonal skills required; ability to interact with students, parents and other medical staff in a professional and respectful manner
- Ability to work with and support adolescents and young adults
- Ability to work both independently and collaboratively

REQUIREMENTS

- Bachelor's Degree preferred
- Current License in the State of Maine as a Professional Registered Nurse
- Minimum of two years of experience as a Registered Nurse
- Certified Professional Collector
- Excellent communication/customer service skills and bedside manner
- Demonstrated integrity and commitment to maintaining patient confidentiality
- Basic familiarity with computer systems to carry out administrative duties and patient care

PHYSICAL REQUIREMENTS

- Exerting up to 50 pounds of force occasionally
- Requires occasional lifting, stooping, kneeling, crouching

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JOB TITLE: **Nurse, RN**
WAGE GRADE: 20

JOB CODE: UNION: SSP
TOTAL POINTS: 472

	<i>FACTOR</i>	<i>DEGREE</i>	<i>POINTS</i>
1	Knowledge and Skill	7	252
2	Effort		
	I. Mental and Visual Effort	5	40
	II. Physical Effort	3	30
3	Responsibility for Cost Control	1	8
4	Responsibility for Others		
	I. Injury to Others	5	40
	II. Supervisory Responsibility	1	8
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	3	24