POSITION DESCRIPTION

TITLE: Nurse Practitioner, Wellness Center – (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee’s membership in an employee organization incompatible with the employee’s duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary’s College as defined by the Board of Trustees of St. Mary’s College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Nurse Practitioner will plan, direct, and evaluate student health care in ambulatory health services; examine and treat chronic and acute episodic illnesses, minor injuries, accidents, and other injuries/illnesses; performs selected laboratory testing; offer referrals to physicians, write prescriptions, and perform office procedures within the scope of expertise, protocols, and available equipment. This position reports directly to the Director of the Wellness Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

- Responsible for providing care and health education to students as a Nurse Practitioner in accordance with the Maryland Nurse Practice Act.

- Works cooperatively and collaboratively with the Director of the Wellness Center to design and provide appropriate services to students.

- Works collaboratively with the Staff RN, Assistant Director of the Wellness Center/Health, to provide student health services. Signs standing orders for the Staff RN to treat commonly occurring presenting health problems and confers with the Nurse as needed.

- Facilitates appropriate care for students whether on campus or referrals to off-campus providers.
• Maintains electronic health care records and updates as needed.

• Keeps licensure, certifications, and insurance current.

• Works with campus partners to provide health education through student and professional leaders.

• Supports public health activities on campus including, but not limited to, COVID-19 testing for symptomatic individuals and on demand for the community.

MINIMUM QUALIFICATIONS:

• Education: Master of Science in Nursing and certification as a Nurse Practitioner, certification as a CHES/MCHES preferred. Current license in the State of Maryland.

• Experience: Three years’ experience working as a nurse practitioner is desired. Experience supervising other health care and administrative staff. Experience working with multicultural college-aged students is a plus.

• Strong interpersonal and communication skills are necessary.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.