



## Job Description

Position Title	Registered Nurse
Department	Office of Student Life
Reporting To	Manager, Health & Wellness
Type of Position	Contractual – Part Time (3:00 PM – 8:00 PM)

### **POSITION DESCRIPTION**

The incumbent will be responsible to provide primary health care services to the students, faculty and staff of the university. He/she will also be required to participate in health promotion programs; and perform other departmental activities.

### **DUTIES AND RESPONSIBILITIES**

- ✓ Responding to medical emergencies on campus and in different events.
- ✓ Providing assessment, diagnosis and treatment of illness and injury using standard medical procedures.
- ✓ Dispensing over counter medication after assessment of ailment.
- ✓ Maintaining records of patients and tracking follow-up progress.
- ✓ Ensuring adherence to safety, cleanliness and preparedness standards.
- ✓ Researching health topics for students and staff; as well as assisting in creating health care literature.
- ✓ Promoting and participating in health care activities to raise awareness of services.
- ✓ Supervising, training and directing the work of student assistants.

### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Graduate of a certified Nursing/Medical College.
Required Experience	✓ At least 2-3 years of nursing experience

### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Basic Life Support & First Aid	High
2.	Ability to remain calm and make quick decisions	High
3.	Ability to foster a cooperative work environment	High
4.	Caring and Outgoing personality	Medium