



Wingate University **Position Description**

Position Title: Registered Nurse- Health Center

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

FLSA Classification: Exempt Staff, 11-month position

Job Purpose

The Registered Nurse (RN) promotes and restores patients' health by completing the nursing process; collaborating with providers and multidisciplinary team members; providing physical and psychological support to patients, friends, and families.

Duties and Responsibilities

- Identifies patient care requirements by establishing personal rapport with potential and actual patients and other persons in a position to understand care requirements.
- Promotes patient's independence by establishing patient care goals; teaching patient, friends, and family to understand condition, medications, and self-care skills; answering questions.
- Resolves patient problems and needs by utilizing multidisciplinary team strategies.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations; calling for assistance from health care support personnel.
- Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.

- Maintains continuity among nursing teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains patient confidence and protects operations by keeping information confidential.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains nursing supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; using equipment and supplies as needed to accomplish job results.
- Maintains a cooperative relationship among health care teams by communicating information; responding to requests; building rapport; participating in team problem-solving methods.
- Provide public speaking, educational training opportunities to students/employees

Clinical Responsibilities

- Measuring and recording vital signs; recording patient interview, history, and chief complaint
- Providing patient education with regards to office policies, medications, home treatments, and special diets
- Oversee CMAs, CNAs, and student workers
- Preparing patients for examinations and performing routine screening tests as ordered
- Starting and monitoring IVs, giving IV medications
- Oversee/run allergy clinic
- Running “Code Blue” response team
- Assisting the provider with exams and minor office surgery
- Phlebotomy and collection of other lab specimens; performing basic lab tests as ordered
- Preparing and administering medications with provider authorizations
- Changing dressings, applying bandages, and other first aid procedures
- Oversee/run employee wellness program and other university functions as needed
- Oversee/run immunization clinics; must have working knowledge of immunization schedule
- Oversee on-site Pharmacy, maintain dispensing records
- COVID telephone triage, patient follow up, work-up, and testing

Administrative Responsibilities

- Arrange for hospital admissions and outside referrals as necessary
- Review incoming student physical/immunization records
- Notify students of incomplete records by phone/email/EMR
- Completion of medical history forms through EMR
- Performing accounting and billing procedures based on Health Center budgets
- Following appropriate legal; ethical professional conduct
- Updating/revising form layouts
- Must be able to multitask

Qualifications

- Graduate of an accredited Registered Nurse program.
- Bachelor of Science in Nursing preferred
- Experience preferred

Please send a letter of interest, resume and contact information of three professional references to careers@wingate.edu

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.