

Class Code:.....0927-2013  
Position#: (PSA) (E)....7085  
Developed by: .TEP;BM,CH,ER  
Reviewed by:.....BM,CH,ER  
Approved by:....RHL,LK,AMC  
Date:....11/92;6/03; 10/13

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, Nursing Services  
**DIVISION:** Student Affairs (Health Services)  
**REPORTS TO:** Director, Health Services  
**GRADE:** 16  
**SUPERVISES:** Nursing staff (RN, LPN), clerical staff

**BASIC FUNCTION:**

Responsible for the supervision of all nursing services within Health Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop, document, and maintain nursing policies and procedures which ensure compliance with University, state, and federal regulations, as well as meet the standards of the American College Health Association and the Joint Commission.

Monitor performance for compliance with established policies and procedures to ensure effective operation.

Evaluate opportunities for improvement in operations and present proposals for innovation or revision.

Perform nursing duties consistent with RI state licensure.

Establish, document and monitor an infection control program consistent with regulations (OSHA) and accreditation standards (JC).

Coordinate operation of clinical areas to include oversight of stocking of exam rooms, ordering of medical supplies, and maintenance/calibration/safety testing of all medical devices.

Oversee and supervise the Health Education/Health Promotion Program, which includes outreach activities, screening clinics, immunization clinics, as well as educational material for clinical use.

Develop, document, and coordinate an employee orientation program consistent with regulations and accreditation standards.

**Coordinator, Nursing Services (0927-2013)**

**Page 2 of 3**

Participate in a broad variety of meetings that include management team, safety and infection control and clinical staff. Chair regular department and special function meetings.

Schedule nurses and develop and implement appropriate staffing patterns.

Develop and implement continuing nursing education programs which are recognized by the Rhode Island State Nurses Association.

Coordinate nursing services with other departments within Health Services.

Initiate job descriptions and assignment descriptions for all nursing personnel.

Interview and evaluate applications for nursing vacancies.

Relate to various union contracts and function as liaison with the various units. Administer the Collective Bargaining Agreements as they relate to nursing services.

Make recommendations to the Director regarding the Nursing Department's budget.

**OTHER DUTIES AND RESPONSIBILITIES:**

Function as nursing liaison with College of Nursing.

Prepare and present required reports regarding the Nursing Department and its activities to the Director.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Current R.I. Registered Nurse's License.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in Nursing Administration or similar discipline; a valid R.I. Registered Nurses License prior to appointment; minimum of five years' nursing practice (within the last 10 years), and three years of demonstrated administrative responsibility and supervisory experience; demonstrated ability to communicate effectively in writing and orally, including to speak effectively before faculty and administrative staff members on assigned work and related subjects; demonstrated ability to lead, organize, coordinate and supervise support staff; demonstrated ability to

interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; demonstrated ability to prepare and present detailed studies and reports, and to make recommendations concerning the substance of the studies and reports; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups of people.

**PREFERRED:** Experience in nursing education, health promotion and/or health education.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**