Definition of Class
This is a non-supervisory position in which the incumbent plans and provides nursing care for patients at Employee Health Services in accordance with healthcare provider’s orders and established policies and procedures. Incumbent is responsible for providing physical and mental support for the patient. Serves as liaison between patient and physician, if the need arises; functions under the supervision of Health Care Providers; and reports directly to the Director of Student Health Services.

Examples of Work Performed
Plans and provides nursing care for patients in accordance with health care provider’s orders and established policies and procedures to include collecting and analyzing patient data, developing and implementing nursing care plans, establishing interpersonal relationships with patients, evaluating medical nursing care given and communicating to proper personnel relevant facts about patients, action taken and patient responses.

Performs nursing assessment.

Provides direction and guidance in the proper use, care and control of material resources, appraises quality and effectiveness of material and equipment and maintains standards of cleanliness in assigned areas.

Assists in the development and implementation of general policies and procedures designed to effect efficiency of operations.

Maintains records and files and assists in the replenishing of Clinic supplies.

Performs emergency intervention as warranted by situation under protocol of health care provider.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Plans and provides nursing care for patients in accordance with health care provider’s orders and established policies and procedures.
2. Performs nursing assessment.
3. Provides direction and guidance in the proper use, care, and control of material, resources, appraises quality effectiveness of material and equipment and maintains standards of cleanliness in designed areas.
4. Assists in the development and implementation of general policies and procedures.
5. Maintains records and files and assists in replenishing of clinic supplies.
6. Performs emergency intervention as warranted by situation under protocol of health care provider.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements by this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to sit; and to stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).
  Graduation from an accredited, licensed Practical Nurse Program.

- **Licensure:**
  Must be licensed by the Mississippi Board of Nursing as a practical nurse.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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