

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: NURSE, REGISTERED

Reports To: Designated Supervisor

UW Job Code: 3929

UW Job Family: 3A - Health/Medical Professional

SOC Code: 29-1141

FLSA: Exempt

Pay Grade: 22

Date: 4-1-95 (revised 7-1-02; 11-20-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Assess patient's needs; provide nursing care and health education services for patients in the infirmary or other designated facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assess the needs of patients; refer patients to physicians, or initiate treatment under medical supervision and standing orders.
- Assist or perform, under direction, therapeutic procedures including dispensing/administering medications, application of dressings, and removing sutures and bandages.
- Administer and monitor intravenous (IVs) procedures.
- Prepare patient for surgery; monitor patient during and following surgery; notify physician of patient's condition.
- Assist physicians in conducting examinations and other procedures; may perform designated lab tests.
- Provide health care information to patients and others; respond to inquiries.
- Provide first-aid or emergency care; may coordinate patient health and social services care with outside agencies.
- Administer immunizations and maintain health records.
- Act as a resource person to medical residents regarding patient flow and clinic management.

SUPPLEMENTAL FUNCTIONS:

- May schedule screening for patients with vision, hearing, dental and speech needs.
- Sterilize supplies and equipment; clean and restock medical supplies.
- May participate in training and assign work to designated staff.

COMPETENCIES:

- Analysis/Problem Identification
- Attention to Detail
- Consistency
- Integrity
- Quality Orientation
- Sensitivity
- Service Orientation

MINIMUM QUALIFICATIONS:

Education: **Associate's degree in Nursing**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid State of Wyoming Licensure as a Registered Nurse.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Nursing and case management theory and practice including nursing protocols, intravenous procedures and patient history and charting procedures.
- Patient evaluation and triage methods, concepts and practices.
- Community health services and social services support agencies and networks.
- Medical documentation requirements.
- Medical clinical operations including patient scheduling, billing, medical procedures and tests.
- Communication and training methods and techniques.
- Applicable medical equipment operation.
- Applicable OSHA health, environment, and safety, University, federal, and state laws, rules and regulations.
- Nursing licensure requirements.

Skills and Abilities to:

- Observe and triage patient needs.
- Initiate medical treatment under medical supervision and standing orders.
- Effectively communicate technical medical information in an understandable format for patient care.
- Work with diverse population.
- Organize and coordinate patient load.
- Develop, implement, evaluate and modify therapeutic programs and services.
- Execute intravenous (IV) procedure treatments.
- Safely operate various medical equipment according to established standards.
- Sterilize supplies and equipment; maintain and restock treatment rooms.
- Counsel and train others on health care education.

- Move up to 50 pounds up to two-thirds of the time.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Medical clinic environment; regular exposure to biological and chemical hazards, fumes, vapors, noise and working in confined areas; standing, sitting, reaching, and using hands are regular requirements of the position.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.