



Job Title	Nurse Manager	Job Code	HS0129
Pay Plan	USPS	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0
		Subfamily	Clinical Care

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Clinical Care Professionals provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

Job Summary

Provides nursing care and manages nurses.

Representative Duties

1. Health Clinic Management

- Coordinates the clinical budget
- Maintains inventory for all medical supplies, including clinical instruments and medical equipment
- Writes, reviews, and implements infection control, nursing care, standing orders, immunization policies
- Develops long-term strategies plan for nursing services, medical needs, and growth of the university

2. Public Health

- Assists leadership with outbreak management and planning, Environmental Health & Safety training, Emergency Operations plans and training
- Oversees Influenza Immunization Annual Campaign for students and staff
- Communicates with Orange County Health Department with reportable diseases
- Arranges for Medical Waste management, coordinates Infection Control prevention surveillance and training

3. Professional Activities

- Maintains involvement in appropriate committees
- Supervises Nursing Staff

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	Bachelor's Degree
Certification(s)	CPR/AED Certification	
Licensure(s)	Registered Nurse Professional	
Work Experience		
8+ years of relevant work experience OR 4+ years of relevant work experience with a Bachelor's Degree		
Additional Requirements		

Physical/Environmental Demands

Outside of a standard office environment with specific physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.