

Registered Nurse Practitioner
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=227928>

Downloaded On: May. 9, 2024 5:44am

Posted Dec. 20, 2023, set to expire Jul. 1, 2024

Job Title Registered Nurse Practitioner
Department Health Services
Institution Mt. San Antonio College
Walnut, California

Date Posted Dec. 20, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Health Services

Apply Online Here <https://apptrkr.com/4878055>

Apply By Email

Job Description

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Registered Nurse Practitioner

Position Number: CM-104-2024

Department: Health Services

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Monday-Friday 8:00AM-5:00PM

Salary Range: A126

Salary: A126Steps 1 - 6: \$8,308 - \$10,604 monthly

Shift Differential:

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Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 12/18/2023

Initial Screening Date: 01/18/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

Mt. San Antonio College offers a competitive and excellent benefits package to **eligible employees** providing medical, dental, and vision benefits for eligible employees and their dependents. Lifetime medical benefits are also available for eligible retirees.

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: Salary and Health & Welfare Benefits are subject to change. Please visit the [Mt. San Antonio College Benefits Website](#) for further information.

Basic Function/Overview:

DEFINITION: Under the guidance of physician-approved standardized procedures and guidelines, performs routine medical and mental health examinations; diagnoses common medical conditions and develops treatment plans; educates and counsels patients regarding matters pertaining to their physical or mental health; provides related clinical services; assists in the prevention, detection, and correction of health related problems; refers patients to outside agencies for on-going health care needs; prepares and maintains a variety of health records, files, and reports; acts as liaison to facilitate the relationship of patients with resources of the District and community agencies.

SUPERVISION RECEIVED & EXERCISED: Receives general supervision from the Director, Student Health Services. Exercises no supervision of staff.

CLASS CHARACTERISTICS: This classification is responsible for performing a variety of nursing care and treatment of patients. Work requires strong communication skills and knowledge of educational and community resources available in the larger community. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from the Staff Nurse by requiring a Master's degree and a Registered Nurse Practitioner license and by providing primary care services.

Essential Duties/Major Responsibilities:

1. Provides clinical services to patients and coordinates the daily activities of hourly staff and student workers.
2. Performs medical and psycho-social assessments, interprets diagnostic data, determines diagnosis, and develops treatment plans for acute, episodic illnesses, injuries, etc. in accordance with established, physician-approved standardized procedures and guidelines.
3. Provides instructions to patients, orally and in writing, regarding findings, plans of care, instructions for self-care, and follow-up recommendations.
4. Oversees the delivery of clinical services on a day-to-day basis, including the scheduling of hourly

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staff and student workers, monitoring of daily events, etc.

5. Participates in the inventory, ordering, and maintenance of clinical supplies, equipment, and pharmaceuticals.

6. Assists the Director in researching current health trends and practices, as well as, developing and maintaining clinical protocols in accordance with current standards of care.

7. Serves as a resource and liaison for the college community on issues of health promotion, including health education presentations, resource material development, organizing outreach activities, and committee membership.

8. Gathers data on a regular basis to determine campus trends and needs, and to recommend program modifications in response to identified needs.

9. Establishes relationships with community health providers for the purpose of serving as referral agencies.

10. Evaluates, maintains, and updates a variety of health-related records and files.

11. Compiles information and health statistics data for reports; checks data; prepares and assembles informational materials.

12. Provides referral information and assistance to patients related to local health and social service providers.

13. Provides health related information to health care and social service providers as requested.

14. Maintains a clean and orderly environment to ensure the health and safety of students.

15. Performs general clerical duties, including answering phones, inventory, ordering, and distributing medical and office supplies and equipment, copying, filing, recording data, and other support.

16. Maintains accurate records of activities and services provided.

17. Attends a variety of meetings and training sessions as required.

18. Learns and applies emerging technologies, to perform duties in an efficient, organized, and timely manner.

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19. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
20. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
21. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
22. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
23. Prepares and delivers oral presentations related to assigned areas as required.
24. Performs other related duties as assigned.

Other Duties:

Knowledge Of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Current principles, practices, methods, and techniques in the field of medicine.
3. Causes, treatment, and medical aspects of psychological problems.
4. Environment, ethics, and special human relationships in the field of medicine.
5. Role of various health care professionals.
6. Medications and their desired effects, side effects, and complications of their use.
7. Basic laboratory procedures.
8. Various preventive and early diagnostic techniques; common medical conditions and the procedures involved in treatment and diagnosis of these conditions.
9. Community resources and current trends and concepts, ethics and legal matters pertaining to

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medical practice and mental health issues.

10. Communicable disease epidemiology, prevention and control in accordance with recommendations from local and State public health departments, and the Centers for Disease Control.

11. Health issues common to the community college population.

12. Basic first aid, CPR, and health assessment techniques.

13. Purposes, uses, and operating characteristics of a variety of equipment and supplies used in medical operations.

14. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility for example Health Insurance Portability and Accountability Act (HIPPA).

15. District organization, functions, rules, policies, and procedures applicable to assigned areas of work responsibility.

16. Modern office practices, methods, and computer equipment and applications related to assigned work.

17. Basic principles of record keeping and file maintenance.

18. English usage, spelling, vocabulary, grammar, and punctuation.

19. Techniques to communicate effectively when interacting with community agencies and individuals of various ages, disabilities, and socio-economic groups, and when representing the District in contacts with the public.

20. Techniques for providing a high level of customer service by effectively dealing with the parents, students, and District staff.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.

2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.

3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive,

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socially just, anti-racist, and accessible academic and work environment.

4. Diagnose medical problems, assess mental health problems, and perform therapeutic procedures to address problems, including referrals to appropriate providers.

5. Conduct physical examinations.

6. Collect, organize, record, and communicate data relevant to health assessments, including medical history and physical examination.

7. Interpret diagnostic tests.

8. Perform basic laboratory tests including microscopy, phlebotomy, PPD skin tests, pregnancy tests, urinalysis, etc.

9. Maintain medical records as per current legal requirements.

10. Work responsibly with physicians and other members of the medical and mental health team.

11. Develop medical and mental health treatment plans to meet the needs of patients.

12. Instruct and counsel patients on health matters.

13. Recognize adverse signs and symptoms and react swiftly in emergency situations.

14. Operate medical equipment.

15. Write clear and concise health reports.

16. Administer first aid, CPR, and routine and emergency treatment procedures.

17. Understand, interpret, and respond with courtesy and sensitivity to the needs of patients from culturally and linguistically diverse backgrounds.

18. Implement a variety of activities related to health education programs; establish and maintain relationships with diverse community groups.

19. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

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20. Operate modern office equipment including computer equipment and software programs.
21. Organize own work, set priorities, and meet critical time deadlines.
22. Use English effectively to communicate in person, over the telephone, and in writing.
23. Understand scope of authority in making independent decisions.
24. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
25. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

1. Equivalent to a Masters degree in Nursing or related field from a regionally accredited college or university, and
2. Three (3) years of experience in a health care setting or private practice.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids when rendering first aid, CPR, or treating patients. Incumbents may

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interact with individuals when interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard health clinic setting and use standard medical and office equipment, including a computer; to operate a motor vehicle to visit District sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary classification; frequent standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual

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harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

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Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11272>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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