Division of Student Affairs
Job Description

Department: Student Health Services
Official Duke Job Title: Ambulatory Care Nurse
Classification: Job Family=32; Job Level=11; Job Code=0618
Working Job Title (if applicable): N/A
Supervisor: Nurse Manager
Position Status: Regular, Non-Exempt, Full-time
Work Schedule: Monday – Friday 8:00 AM – 5:00 PM, with occasional evenings and weekends, as needed

Nature of Responsibilities:
Plan and provide professional nursing care for patients at Duke Student Health in accordance with provider orders and established policies and procedures.

Specific Duties

1. Assess, identify and address patient concerns at each encounter (in person and/or over the telephone). Determine patient needs/concerns. Complete assessment as appropriate. Document acquired information/data concisely and appropriately in Electronic Medical Record in accordance with established guidelines. Schedule appointments based on patient acuity and needs, demonstrating appropriate clinical judgment. Provide patient education as appropriate. Assist patients with utilizing other resources within student health, university, medical center and community. Communicate with and contribute to the health care team as appropriate.

2. Plan and provide professional nursing care for travel clinic patients in accordance with orders and established policies and procedures to include the following: evaluate the need for travel vaccines based on patient’s/group’s itinerary, provide patient/group education regarding travel vaccines and travel risks, explain vaccine recommendations and requirements to patient/group, and administer travel vaccines as ordered by a provider or by standing order.

3. Plan and provide professional nursing care for allergy clinic patients in accordance with orders and established policies and procedures to include the following: review orders from allergist, communicate with allergist as needed, and administer vaccine as ordered or alter dose based on patient’s response and allergist’s order.

4. Administer vaccines/patient medications per provider order or standing order; administer and document medications and therapies according to established policies and procedures; document adverse reactions when they occur.

5. Assist other nursing personnel in the delivery of patient care; provider direction and guidance in the proper use, care and control of material resources; appraise
quality and effectiveness of material and equipment and report results to head nurse; maintain standards of cleanliness in assigned area; observe activities of nursing staff and make recommendations to head nurse for improvement in the quality and effectiveness of nursing care given.

6. Perform other related duties incidental to the work described herein

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

**Required Minimum Qualifications**
Work requires graduation from an accredited Bachelors of Science in Nursing program. State of North Carolina licensure is required. Work requires a minimum of one year of nursing experience. Experience in college health or an ambulatory care setting is preferred.