

**JOB INFORMATION**

Effective Date	10/19/2021
Job Code:	2274
Job Title:	Director of Student Health Services
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Student Health & Wellness
Job Family:	Health & Medical
Job Summary	The Director of Student Health Services provides leadership and oversight of Student Health Services at UHCL. Responsible for all operations of the unit including planning, assessment and evaluation activities including; supervision of Health Services staff, student workers, and a Class D Pharmacy. The director makes medical assessments and provides treatment under the supervision of a physician. This position is responsible for all medical liability issues as well as state and federal regulations. The director collaborates with other offices to provide health education and outreach and serves on various university committees and performs other related duties as assigned.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	in Nursing	Required	
High School Diploma or GED	Nurse Practitioner in Adult, Family Healthcare or GYN	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years of healthcare experience with two years of administrative experience in a medical services setting	Required	
Less than 3 yrs	Administrative experience in a College Student Health Center	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	RN License; State of Texas		Required	
	Current CPR certification		Required	
	CNP license in the State of Texas		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Performs administrative functions including; planning, budget development and monitoring multiple cost centers, negotiation and initiation of agreements for contract professionals and lab services. Serves as UHCL representative in deliberations of annual student insurance plan. Facilitates projects, program development and planning activities as well as special duties assigned by the Associate Vice President.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Counsels and educates clients on health related issues. Assesses medical problems for treatment and referral; performs other medical services as appropriate. Serves as the primary medical resource for campus emergencies.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Provides leadership and team building for the Student Health Services staff. Supervises nursing staff, support staff, and student employees. Organizes staffing and scheduling to meet changing needs. Conducts performance reviews, hires, supervises and consults with contract professionals including physicians and pharmacist on an ongoing basis. Hires professionals for special programs and events.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Develops and implements an extensive education and outreach program to UHCL students. Collaborates with other offices on educational programming. Maintains a resource library and web resources to provide health related information.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Reviews and audits records with physicians for quality assurance. Supervises creation and update of all policies, procedures, medical protocols and forms. Oversees all medical operations for liability issues, supervises adherence to federal and state regulations for OSHA, CLIA, ADA, and State of Texas Pharmacy Board.</li> </ul>	10%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description