Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [X] Update
3. Position Number: 20126
4. School/College/Department: Student Health Services
5. Department Number: 047900062
6. Effective Date: (Personnel Use Only)
7. Section:
8. FTE: 1.0
9. Budget Entity:
10. Pay Plan: 12 months A & P
11. Subsection:
12. Class Code: Class Title:
13. City Tallahassee
14. County Leon
15. Class Code: 9440
16. Class Title: Director, Student Affairs

16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

Essential Functions: This position serves under the working title of Director, Student Health Services and reports to the Vice President for Student Affairs.

- Plans, organizes, and directs all services provided by the Student Health Clinic.
- Develops and directs the administration of policies and procedures utilized in the outpatient clinic and clinic pharmacy.
- Collaborates with the Leon County Health Department, area physicians, regional clinics and hospitals, and University Officials to facilitate the care and treatment of the students' physical and mental problems.
- Oversees all clinical activities and facilitates medical care provided to all patients within the guidelines provided by the A.M.A. and State of Florida Physician Licensure.
- Responsible for the coordination of the professional actions of all other clinicians and support staff.
- Conduct quality assurance reviews regarding all patient care and treatment.
- File appropriate reports with State and National agencies according to the guidelines set forth by the A.M.A. and the Florida State Nursing Association, Law Enforcement, and the Florida Department of Professional Regulation.
- Must review staff licensure and continuing education units for all professional and support staff in accordance with Florida State Guidelines.
- Coordinate and oversee the appropriate availability of all durable medical equipment, infirmary supplies, pharmaceuticals in accordance with Florida State Guidelines.
- Provide medical care and clinical intervention in accordance with the A.M.A. guidelines and Florida State Licensure with the Department of Professional Regulation.
- Maintain appropriate physician licensure and continuing education units in accordance with the Florida State Department of Professional Regulations.
- As part of Quality Assurance, must conduct periodic and routine patient chart reviews, and when necessary, participate in the review of root cause analysis subsequent identification of process and system improvements. Oversee the reporting of any infractions to the proper reporting authority in accordance with Florida Law for Health Care Professionals.
- Provide opportunities for continuing medical training and education to all clinical staff.
- Regularly collect Student / Patient satisfaction data pertaining to clinical and ancillary services which will be routinely reported to the Vice President.
- Insure that appropriate patient follow up is provided by all staff. Insure that all patients are informed of their privacy rights.
- Direct student educational forums on health related issues and topics each semester.
- Facilitate referrals of patients to alternate health care services as needed.
- Responsible for providing a written and oral report to the VPSA within 24 hours when a patient requires emergency transfer to a facility providing a higher level of care.
- Provide periodic summary statistical reports to the VPSA regarding patient population and clinical services provided.
- Develop and implement emerging new programs, such as a Women’s Clinic, as needed by the student population.
- Write and maintain Position Descriptions and provide appropriate Performance Appraisals.
- Provide patients with notice Patient Rights and Responsibilities and be provided with the services of a Patient Advocate when requested.
- Coordinate regular staff meetings to address clinical issues, delivery or care, systems analysis, and procedural review.

16B. Marginal Functions of the Job

Facilitate provisions of other support services outside of department such as access to financial aid and scholarships, participation in division or university projects. Attend committee meetings. Liaison with athletics, disability services, campus recreation, housing, student activities, and counseling to identify and meet the medical educational needs of specific patient populations. Participate in Student Orientation.
16C. Program Direction and Development -
Supervise and implement programs and training focused on health education and awareness. Coordinate program selection, production logistics, publicity and promotion, administrative procedures and documents, and evaluation. Conduct workshops, presentations and training that support the department functions and services. Serve as a resource to student organizations, especially those related to disabilities. Serve as resource and liaison to local schools in transitioning students with disabilities into FAMU. Promote the department and its services to students, faculty, staff and the community as needed.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Work frequently with the staff in Student Affairs and Academic Affairs to facilitate access of services by student constituencies. Continuous liaison with campus staff, community agencies, local health are providers the needs of current students. Establish relations with state, regional, and national associations addressing college health care issues in order to maintain current knowledge of legislation, trends and services related to college health care.

17. POLICY MAKING INTERPRATATION: Develop policies and procedures for areas of responsibility and interpret as necessary to ensure compliance, appropriate management of services and resources, and problem resolution.

18. SUPERVISOR'S POSITION: Number: 16819  Class Code: 9259  Class Title: Vice President for Student Affairs

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary)
Supervise University Physcian #20429, Office Manager #20128, Advanced Registered Nurse Practitioner #20069, #20151, #20127, #20130, Licensed Practical Nurse #20129, #20142, Health Educator / Registered Nurse #20059, and Clerk #20067.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
Responsible for developing and overseeing Health Services Center budget

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)
Will have access to confidential data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. In addition, will provide guidance and leadership to the assigned unit to insure a similar cautious attitude. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws. All medical records and student diagnosis and treatment are considered confidential and disclosure is performed in compliance with the principles of Ethical Relationships recommended by the American College Health Association.

22. KNOWLEDGE/SKILLS/ABILITIES:
Demonstrated ability to obtain results in a team-based environment; work independently and effectively with a diverse student body, faculty, administrators, and staff. Effective presentation and communication skills. Demonstrated commitment to diversity. Demonstrated ability to initiate, implement and coordinate projects/programs and services, supervise professional staff and student employees, and work in a team based environment. Fluent computer skills to effectively conduct electronically based business, communication, record keeping and utilization of resources. Superb clinical abilities and skills to provide leadership and guidance to professional staff. Ability to promote patient well being and positive clinical outcomes. Capable of identifying and providing education for diverse student populations. Able to identify and develop intervention strategies for specific patient populations at risk.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.
Specialized Minimum Qualifications: Active professional licensure as a health care practitioner in the State of Florida with no past or pending disciplinary actions. Must have a Masters degree or higher in a related area.

Preferred Qualifications: Advanced graduate or professional degree in health care and/or health care administration.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:
Please review statements below check all that apply.

__This position requires a background check and/or fingerprinting. Florida Statutes.
__This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
__This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
__This position requires licensure, certification or other special requirements described below.
   Appropriate State Licensure in accordance with degree field.

24. SIGNATURES:

__________________________  __________________________      ____________________
Incumbent                        Signature       Date

__________________________     ____________________                   ____________________
Supervisor       Signature       Date

__________________________     ____________________                   ____________________
Reviewing Officer      Signature       Date