

Nurse
Duke Kunshan University
Job Description

Position Overview:

The Duke Kunshan University Nurse reports to the physician designated as the on-site clinical supervisor responsible for the university's Campus Health Clinic. The Associate Dean for Student Affairs is the designated administrator of all Student Affairs units, inclusive of the Campus Health Clinic. The Nurse works as a member of the Student Affairs Office and will be required to participate, on a rotation basis in after-office hour as well as weekend duties (except holidays and when there are no students on campus) to respond to and arrange for transportation to nearby hospitals/clinics for students with urgent medical needs. Must stay in on-campus guest housing while on duty.

Reports to:

University Physician

Essential Duties:

- Schedule all clinic appointments, and provide basic primary and follow-up care to Duke Kunshan University students, faculty and staff members.

- Provide basic emergency life support to, and serve as liaison with local hospitals, on behalf of Duke Kunshan University students, faculty and staff members with responsibilities that include and limited to basic evaluation and stabilization of patients, with or without trauma, focusing on the following:
 - a. Rapid assessment
 - b. Resuscitation
 - c. Stabilization
 - d. Pre-transportation preparation
 - e. Arrange Transportation (through campus auxiliary services or ambulance)
 - f. Referral

- Must continuously update and augment the necessary core clinical skills in:
 - a. Basic patient assessment and management
 - b. Essential skills in First Aid and CPR

- c. Basic airway management
 - d. Basic spinal motion restriction
 - e. Extremity immobilization and traction splint application
 - f. Appropriate use of automated external defibrillators (AEDs)
- Provide services at the patient check-in desk and perform clinic administrative work to include: handling and answering telephone and in-person inquiries, checking in patients and clients with psychological counseling appointments, scheduling appointments, maintaining and updating electronic health records using existing database system or commercial software systems; perform regular inventory of stocked medical supplies and pharmaceutical products, and submit requests to the physician-in-charge, and to the Student Affairs Administrators for approval to replenish consumable medical supplies and pharmaceutical products; remove biohazard wastes from the clinic to a designated off campus hospital) for further disposal; disinfect and wash protective clothing of clinical staff using a dedicated laundry machine; disinfect and set up each examination rooms prior to arrival of the first patient, in between scheduled patients, and at the end of each working day.
 - Arrange Health Assessment Testing (as needed and approved by the physician-in-charge).
 - Collect student pre-enrollment health records. Students included those who are enrolled in regular academic programs as well as in summer programs and campus. Arrange student annual health check-ups as directed and necessary.
 - Provide travel and flu vaccinations and other immunizations, as authorized.
 - Participate in campus Open House and other Special Events to provide first aid care to visitors, inclusive of students, faculty and staff.
 - Perform other duties as assigned.
 - University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Licensed to practice nursing according to PRC regulations for school/university clinics.
- Bilingual skills is essential since Duke Kunshan University is a joint-venture university enrolling both Chinese and non-Chinese international students, and all academic instructions are conducted in English;
- Must be able to re-register the nursing license with the Kunshan Public Health Bureau.

Preferred Qualifications:

- Bachelor degree or above in nursing preferred.
- Prior hospital experience in various departments such as OR, ER and other medical departments is highly preferred.
- Knowledge of compliance requirements by U.S. regulatory laws on electronic health records is a strong plus.
- Overseas working experience in joint-venture companies or higher education institutions is preferred.

Other Skills:

- Has excellent written and oral communication and interpersonal skills;
- Respond with courteous manner to inquiries from the public, including students, faculty and staff, in person, or on the telephone;
- Has excellent “bed-side” manner in patient care;
- Has a clear understanding of confidentiality issues; and maintain strict confidentiality;
- Has the ability to stay calm in an emergency;
- Has the ability to keep accurate records and manage patient records electronically using simple database system(s);
- Basic computer skill including the use of the MS Word/Excel/PowerPoint/Access
- Works well as a team, and at the same time, has the ability to work on his/her own initiative.