



Periodic Administrative Self Study (PASS)

**Bronx Community College/of the City
University of New York (CUNY)
The Office of Health Services
Victoria G. King, MPH
March 29, 2018**

I. Executive Summary

Studies have demonstrated a link between academic performance and the overall health and well-being of students. The Office of Health Services (OHS) seeks to provide health care and relevant programming to Bronx Community College (BCC) students which supports BCC's mission and will lead to positive academic outcomes.

The Unit Director and OHS staff discussed OHS responsibilities and developed policies in support of the College's mission and the Strategic Plan to enhance the campus environment and deepen student learning. In order to do this it was decided to review processes to provide easy, understandable health and wellness information as well as immunization compliance information to students. OHS determined it was important to implement the following in support of the college and processes and procedures:

- Identify student centered health and wellness needs in order to develop relevant Student Centered programming for BCC students.
- Provide students with access to health related materials in a multitude of languages.
- Develop a filing system which allows OHS staff to contact students when they are immunization deficient.
- Notify OHS Student Wellness Manager and CUNY Office Assistant (Office Manager) of Health Education materials which may be outdated or inappropriate.
- Notify OHS Student Wellness Manager and CUNY Office Assistant when the office is running low on OTC medical supplies.
- Assist OHS Student Wellness Manager with the development of a 5- Borough OHS resource guide to refer students for various health needs.
- Notify OHS Student Wellness Manager and CUNY Office Assistant of expired OTC medications.

II. Program Overview

Organizational History: The Office of Health Services is the point of entry for students to access basic health assessment for their health and wellness needs. There are several functions that the Office of Health Services is responsible for in support of the registration and admissions processes as well as the college. The services that OHS provides include:

Immunization in compliance with Public Health Law 2165:

https://www.health.ny.gov/prevention/immunization/handbook/section_1_requirements.htm

OHS also is responsible for Physical Clearance for Clinical Nursing Students, basic First Aid and Triage, Nursing Assessment and Intervention, OTC (over the counter) medications, Blood Pressure screenings, Free and Confidential HIV and STI testing, Nutritional Information, Health Education Workshops, Health Careers Planning workshops, Women's Health Fairs, information on Reproductive Health, Smoking Cessation, Cancer Education, Red Cross Training.

To assist the College with a smooth registration process, OHS is also responsible for the following:

- Assessing, evaluating and inputting student immunization records into CUNYfirst. This can be a monumental task. Many students present with records which their families have kept for decades and are crumpled and barely decipherable. Others have records that are not in English. Others come from countries where the date is put before the month. This is challenging because the first immunization must be after the first birthday and the second measles must be at least 28 days after the first. Some countries immunize at 6 months others at 9 months neither of which is acceptable in New York State. All OHS staff must have a copy of the Centers for Disease Control (CDC) foreign language MMR Vaccine Information Statement readily accessible.
http://www.immunize.org/vis/vis_mmr.asp
- All prospective clinical LPN and RN students must submit documentation that they are in compliance with hospital/healthcare policies and regulatory requirements prior to their clinical rotations. OHS is responsible for assessing medical documentation which must include an annual History and Physical from a licensed Physician, Physician's Assistant or Nurse Practitioner along with the appropriate vaccinations: MMR, Diphtheria, Hepatitis B, PPD, Varicella and seasonal Influenza.
- Access to a part-time on-site clinician who can administer vaccinations in compliance with Public Health Law (PHL) 2165.

OHS also supports BCC students by providing the following services.

- OHS provides students with referrals to off-site clinicians for immunization compliance or health care access.
- OHS provides on-campus access to Health Insurance Enrollment Navigators.
- OHS develops and distributes all marketing materials as well as broadcasts for events.
- OHS is currently located in the basement (identified as the first floor) which is non-ADA compliant and difficult for persons with disabilities or parents with strollers to access (approximately 60 % of our female students are single parents). When this circumstance occurs, OHS staff escorts the student and/or family member to the elevator (which is only accessible by key) at the south end of the first floor.

- OHS has five desktop computers to input immunization data as well as develop all print materials.

II.a. Organizational History:

BCC sits in one of the poorest communities in not only New York City but the United States as well. In the past five years, OHS hired a Unit Director with a Public Health background whose focus was to identify and address the health challenges facing BCC students. BCC students face many challenges which have an impact on their ability to learn. There are several health indicators which affect our students. These include: sexual and reproductive health, risky sexual behavior, infectious diseases, obesity and overweight, tobacco and substance abuse to name a few. The Unit Director assessed and developed activities designed to address these indicators with the goal that knowledge and education assist students with engaging in healthy lifestyles which will lead to better retention and graduation rates.

The Office of Health Services provides clinical assessment, basic triage and accessible, health care to BCC students. OHS develops programming to meet these needs, which will lead to not only positive academic but also professional outcomes.

II.b. Description of Services/Health Education Activities:

Aside from providing basic first aid, assessment and triage to BCC students, the Office of Health Services also facilitates several Health Education Activities. Each year, the Office of Health Services sponsors several health and wellness activities. These activities are designed to address the health of BCC students and encourage healthy lifestyles and health promotion.

The Unit Director identifies and sponsors student centered activities which run concurrent to nationally recognized health months ie: Women's History Month, Hispanic Heritage Month, Black History Month etc.

Listed below are 2017-2018 Health and Wellness Activities to date:

OHS Fall, 2017-Spring, 2018 Health Education Activities (to date):

OHS 2017-2018	Activity	Number
Fall 2017	Ongoing Insurance Enrolment	64
Fall 2017	Academy For Transitions to Health Professions Advisor	126
Fall 2017	Weekly HIV and STI Testing	217
October, 2017	Men's Health Initiative (Hispanic Heritage Month)	47
October, 2017	NY Blood Center Blood Drive	49
October, 2017	Dental Screening	26
November, 2017	STEM Month At BCC (Unit Director Committee Co-Chair)	516
November, 2017	Planned Parenthood Project Beat Street	23
December, 2017	Massage on the Go (Finals Week)	63
December, 2017	African Women's Symposium/Secured Physician	82
Spring, 2018	Ongoing Insurance Enrolment	21
Spring, 2018	Academy For Transitions to Health Professions Advisor	27
Spring, 2018	Men's Health Initiative (Hispanic Heritage Month)	23
February, 2018	Flu Clinic	74
March, 2018	Screening of What the Health	70
March, 2018	Women's Health Fair/ celebration of Women's History Month	131

Additional Upcoming Spring 2018 Activities:

- Ongoing Insurance Enrollment.
- Ongoing HIV and STI testing.
- Ongoing participation in Pre-Health, STEM club and AHP advisement.
- Unit Director was voted by CUNY Health Services Advisory Council-HSAC to co-chair CUNY's Men's Health Summit, April 20th, at Baruch College.
- Massage on the Go (finals Week).

II.c. Mission Statement:

It is the mission of the Office of Health Services of Bronx Community College of the City University of New York to identify, address and provide accessible, health care to BCC's underserved student body and to improve the health care status of the student body, as well as the surrounding community. This will support the college's mission and improve academic outcomes and subsequent professional outcomes.

The Office of Health Services (OHS) of Bronx Community College supports the college's mission by identifying and providing accessible, health care to BCC students, many of whom have little or no interaction with a Primary Care Physician (PCP) or health care provider who can meet their health care needs. OHS develops programming to meet these needs, which will lead to positive academic and subsequent professional outcomes. OHS often solicits the support of health care institutions for their participation in our programming.

- The Unit Director worked closely with the OHS CUNY CAP (Counseling Assistant Program) and OHS support staff seeking their assistance with identifying data specifically pertaining to student health needs and how to develop programs to address them.

II.d. Vision Statement:

The Vision for the Office of Health Services is that the BCC Community realizes that each student is entitled to receive quality healthcare (equivocal to that which students from affluent areas receive) which will support them in their quest to achieve their academic and subsequent professional goals and aspirations. The Unit Director assessed that many departments often work in silos where, it is more effective to operate in *Venn Diagrams*.

In concert with this vision, OHS collaborates with the following departments: Health, Physical Education and Recreation, Communications Arts and Sciences, Medical Laboratory Technology, Social Sciences, Single Stop, Office of Personal Counseling, Male Empowerment Network, Nursing and Allied Health.

Recognizing the role of Health in the cultivation of critical thinking as well as academic and professional success, the Unit Director is an advisor to the Academy for Transitions to Health Professions (ATHP), which is a grant secured by Professor Stacia Reader, in the department of Health, Physical Education and Recreation. This Academy assists students who are interested in pursuing health careers. While many newly admitted students identify nursing as a career, the unfortunate reality is that 90% will not get into a reputable nursing program. This Academy assists students with choosing a program of study, securing internships, personal statements, resume writing, career advisement and securing professionals in various professions to present to students.

In concert with this vision, the Unit Director is also an advisor to the STEM club and was co-chair of the highly successful 2017 STEM Month at BCC. The activities for the month included: Women In STEM Luncheon, Hidden Figures EXPO (highlighting outstanding BCC women in STEM), a viewing of the film Hidden Figures and a STEM Fair.

Working collaboratively supports the College as well as key departments as well as BCC students.

II.e. Department Goals/Objectives:

- To increase the services provided to students which include a clinician whose scope of practice includes diagnosis and treatment as well as prescribing.
- To employ a Full Time clinician who can see students Monday through Friday.
- To heighten the level of clinical services to include laboratory testing.
- To increase healthy lifestyles which will lead to positive health and wellness outcomes as well as improve students' academic performance.
- To identify key marketing strategies in order to maximize utilization of OHS as well as OHS Health and Wellness activities.
- To identify and reach out to *each* student who has no health insurance and assist them with enrollment in insurance.

II.f. Student Learning Outcomes:

Since Health is the focus of OHS, the Unit Director always assesses services through a health lens. The community in which BCC sits has been identified as a *Food Desert*. Finding healthy, affordable nutrition is a serious challenge. If one were to compare and contrast what is available in this community to what is available on the Upper West Side of Manhattan the contrast is extraordinary. The same exists for services which lend themselves to health longevity including exercise facilities, bike trails etc.

This area has the highest rate of obesity/overweight, asthma and limited life expectancy, yet there is an abundance of stores where the only alternatives are foods high in fat, sodium or sugar. Additionally tobacco products are ever existent in the College's catchment area where high rates of asthma persist.

OHS develops many of our health and wellness activities to address this challenge, which have and will continue to yield the following outcomes:

- Students will be able to identify three (3) risk factors which have an impact on their health.
- Students will have the ability to identify three (3) solutions to risk factors.
- Students will engage in OHS Health and Wellness Activities by participating in at least three screenings (glucose, cholesterol, blood pressure or others).
- An increase in students who will prepare healthy meals.

II.g. Alignment with BCC Strategic Plan:

- OHS mission and objectives is in concert with BCC's Strategic Plan to to improve student learning outcomes and institutional effectiveness.
- After attending certain activities students come to recognize inequities in services between their surrounding community and other more affluent areas.

III. Management Review:

OHS has many administrative responsibilities. In order to ensure the health and well being of BCC students, OHS must ensure that we are in compliance with Public Health Laws as well as adherence to the Health Information Privacy and Portability Act (HIPPA). It is *critical* that students' confidentiality is respected and that their records are maintained in compliance with HIPAA.

- III.a. In order to be in compliance with Public Health Law 2165, it is also *critical* that not only must students meet immunization requirement needs, but that OHS have documentation on file for students enrolled at the College. The Office of Health Services is responsible for filing and maintaining student health and immunization records. In compliance with New York State law, all health and medical records must be kept on site for seven (7) years. The following processes are in alignment with the above.

For the Unit Director, this is not only a paperwork issue but a *Public Health* issue as well. Measles is a *very serious* disease which was virtually extinct in 2000, but we have seen a resurgence of not only Measles but Mumps as well. This resurgence is due to the fact that many parents were afraid of a link associated between Measles and Autism and opted out of immunizing their children. The unfortunate result is a rise in reported cases of Measles and Mumps throughout New York City as well as nationally.

<https://www.cdc.gov/mumps/outbreaks.html>

- In compliance with HIPPA, all records must be in a secure location which ensures confidentiality, and all staff is trained on ensuring confidentiality.
- All Immunization and Health records are kept in a location which ensures confidentiality, and is in compliance with NYSDOH (New York State Department of Health) regulations for a minimum of seven (7) years.
- Additionally all students' MMR vaccination administered by the OHS nurse is entered into the New York City Citywide Immunization Registry (CIR).
- Each student who enters OHS to provide their immunization is given the CUNY Immunization Record form to fill out.
- The student fills out the demographic information and submits documentation of proof of immunity to Measles, Mumps and Rubella (MMR) and documentation of a either administration Meningococcal Meningitis (MM) vaccine, or that they may decline to have one since New York State does not mandate that they are vaccinated against Meningitis.
- If the student submits documentation that they have had a MM vaccine within the past 5 years and are 18 years of age or older, OHS instructs the student to check the first box and sign the form. OHS makes a copy of the medical documentation of the MM vaccine and attaches the copy to the record.

- If the student is under 18 and submits documentation that they have had a MM vaccine within the past 5 years, OHS photocopies the documentation informs the student that their parent or guardian must complete the form and sign the first box. If their parent or guardian is with them, they can fill it out on the spot. If not they need to have their parent or guardian fill out the form for them and bring it, email it or fax it to OHS.
- If the student received the MM vaccine more than five years ago, or if the student has not had a MM vaccination at all, OHS staff informs the student that the Meningococcal Meningitis immunization is not required but the student must fill out the form checking the 3rd box. The student is provided with the MM information sheet (we have sheets in English, Spanish, French, Haitian Creole, Arabic and Portuguese at the front desk) and have access to the link where we can print up information in other languages.
- If the student received the MM vaccine more than five years ago, or if the student has not had a MM vaccination at all, and they wish to have another MM immunization, OHS staff provides them with a MM information sheet, as well as DOH locations where they can access a MM vaccine. OHS informs the student that they can also check to see if their healthcare provider offers it in their office, and instructs the student (or parent or guardian if they are under 18) to check the 2nd box. If the student's healthcare provider administers a MM vaccine to that student, we photocopy the documentation of that MM immunization and attach it to the students' immunization record.
- If the student enters OHS in need of nursing care when the nurse is on duty, he or she fills out an intake form, the nurse is notified and the student is directed into the nurses' office.
- If the student enters OHS in need of nursing care when the nurse is not scheduled to work, the student is provided with a listing of healthcare providers in an area close to what is most convenient, (close to the college, the students home or where the student picks up their children after school).
- If the student enters OHS with a serious illness or is emergent, OHS notifies Public Safety to make an assessment and the student is given the option of EMS coming to transport them to the hospital or they sign a release refusing transport.
- When a student enters OHS in need of HIV/STI testing when the testers are here, they are escorted to the confidential space where HIV/STI testing is administered.
- OHS space is located in an area which can be challenging to access as it is in the basement, and may pose difficulty for with walkers, canes, strollers etc. The space may not "hold" sounds which may interfere with confidentiality. As an example when students enter the office in need of contraception, STI (sexually transmitted infection) testing etc., the sound can often emanate throughout the office which does not adhere to confidentiality.
- OHS develops all marketing materials including flyers and broadcasts and has 6 desktop computers which all staff uses to enter immunization records and order supplies.
- OHS has a tax-levy and a non-tax levy budget.

IV. Staffing Review

Currently OHS staffing consists of one (1) FT (full time) Unit Director, one (1) FT CUNY Office Assistant-COA, (3) PT College Assistants, one (1) PT Registered Nurse and one (1) PT (part time) Counseling Assistantship Program-CUNY CAP

The Unit Director is responsible for all Administrative functions inclusive of: oversight of Immunization in compliance with New York State Public Health Laws and in support of the registration and admissions processes. Management and oversight of tax levy and non-tax levy budgets, all internal and external reporting inclusive of NYS Post-Secondary Immunization reporting, all written communications, ensuring campus-protection against any and all communicative diseases, ensuring compliance with HIPPA (Health Information Privacy and Portability Act).

Additionally, the Unit Directors has the responsibility to: recruit, hire and train all part-time clerical support staff, all campus-wide Health and Wellness Activities. OHS has also secured top credentialed medical professionals for health activities to address BCC students including, Physicians, Occupational and Physical Therapists, Engineers, and Medical Researchers. All health and wellness screenings including, glucose, cholesterol, blood pressure, blood and bone marrow drives, skin cancer and others.

(Appendix A, B)

IV.a The Office of Health Services Staff Schedule is as follows:

Name	Monday	Tuesday	Wednesday	Thursday	Friday
Victoria King/Higher Education Associate	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM
LaVonne Gunter/CUNY Office Assistant	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM	9:00AM-5:00PM
Micaela Lothrop/Part Time Nurse	OFF	OFF	9:00AM-5:00PM	9:00AM-6:00PM	OFF
Alisa Hamilton/College Assistant	10:00AM-5:00PM	1:00PM-5:00PM	OFF	2:00PM-7:00PM	OFF
Marinelda Ruiz/College Assistant	9:00AM-5:00PM	OFF	9:00AM-5:00PM	OFF	12:00PM-5:00PM
Angie Acosta/College Assistant	11:00AM-3:00PM	12:00PM-2:00PM	11:00AM-2:00PM	9:00AM-2:00PM	OFF
Guadalupe Bermejo/CUNYCAP	10:00AM-7:00PM	OFF	9:00AM-1:00PM	OFF	9:00AM-5:00PM

V. Assessment Plan

OHS continually seeks ways to improve upon BCC students health and well-being which supports the College's mission. While many students come to OHS to submit their immunization records as required by New York State Law, they have no idea of the full spectrum of services that the office provides to them.

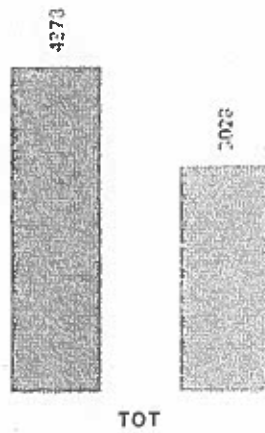
Aside from ensuring compliance of immunization for students, OHS cannot mandate that students attend our health and wellness activities. The Unit Director sought to collaborate with academic departments to offer extra credit to their students to encourage them to attend our health and wellness activities. Nursing, Health Physical Education and Recreation, Medical Laboratory Technology and the department of Communication Arts and Sciences and Social Sciences have all offered their students extra credit to attend our events. This has significantly bolstered attendance at OHS Health Education events.

In support of students' health needs as well as the colleges' enrollment process OHS provided service for the following number of students:

	2017 - 2018 Visits
Aug	887
Sept	120
Oct	298
Nov	407
Dev	391
Jan	688
Feb	238

HS - VISITS TOTAL ACADEMIC YR COMPARISON

■ 2016 - 2017 Visits ■ 2017 - 2018 Visits



This does not include Health Education activities which have proven invaluable to BCC Students faculty and staff. It also does not reflect the number of faxes, emails and phone calls to ascertain immunization requirements and submission of MMR and Meningitis documentation(s).

At the end of some Health Education Activities, as well as other activities including the 2017 STEM Month at BCC STEM Fair, surveys are provided to students to decipher whether the activity led to their increased learning of the activity. Additionally Columbia University School of Public Health surveys students about their knowledge of risky sexual behaviors who come in for HIV testing. In collaboration with Bronx Community College's Department of Health, Physical Education and Recreation (HEPR) as well as the New York City Department of Health and Mental Hygiene, OHS has is provided students with Seventeen Days. Seventeen Days" is an interactive video intervention aimed at increasing young women's ability to make less risky sexual health decisions, thereby reducing unplanned pregnancy. Approximately sixty percent of BCC female students are single parents, and an unanticipated pregnancy can be an impediment to student retention and graduation.

Obviously, these activities must be provided in an area with discretion (confidential) and in compliance with HIPPA.

VI. Self Study Methodology:

It is helpful to know in advance of any recruitment or admissions/registration activities in order to continue to assist with the college's enrollment effort and registration processes.

The Office Health Services, Admissions and other offices collaborate on providing incoming, newly admitted and transfer students with access to the office by ensuring that OHS staff is available on designated student information sessions. OHS reaches out to other key offices including Testing to determine when and if they are having information sessions for newly admitted or aspiring students.

OHS also seeks a listing of all students from the registrar who are not in compliance with immunization requirements and reaches out to students to remind them to submit immunization in order to avoid their receiving an Administrative Withdrawal (WA).

OHS has requested a designated email for the office so that students may submit their immunization via email (in addition to faxing or in person submission).

VII. Findings

Many BCC students have limited access to affordable healthcare. This is compounded by the fact that they do not have a Primary Care Physician, (or healthcare provider) who can assess, treat and address the health needs for them and their families. They rely on utilizing the Emergency Room (ER) which can pose a tremendous financial burden, and does not provide continual care and treatment.

Having a Full Time Clinician either a Nurse Practitioner or a Physician's Assistant would address the challenge of students having access to comprehensive health care. Additionally, many students are unaware that OHS does have an part-time clinician, Registered Nurse who can address their basic health needs. They are also unaware that the office provides other services including free feminine hygiene products, condoms (male and female), HIV and STI testing etc.

VII.a. Areas of Strength:

- OHS has a "drop box" on the front door where students may leave their immunization records in the event that they are on campus and the office is closed.
- OHS has elevated services by partnering with NY Presbyterian Hospital, specifically Columbia University's School of Public Health to provide reproductive health services to our students. This includes free and confidential HIV and STI testing. All personnel who provide these services are either Medical MPH, MSW, or NP students.
- OHS continues to seek out partnerships with healthcare providers to come on site for our Health and Wellness Activities. These include Montefiore Medical

- Center, Bronx Lebanon, Columbia Presbyterian School of Public Health and Young Men's Clinic, Montefiore Medical Center, SUNY School of Optometry,
- OHS has also secured health care professionals to provide on-site career advisement including a Physician, Physical Therapist, Occupational Therapist, Dentist and Optometrist.
 - Other strengths include providing students with weekly on-site Health Insurance Navigators who provide both day and evening students with Insurance Enrollment.
 - OHS has a Citywide Resource Guide which has a list of to Health Care Providers who can provide comprehensive health care to them at low/or no cost.

VII.b. Areas in need of Improvement:

- Currently, the one clinician who provides healthcare to BCC students is a part-time RN. OHS is in need of a full-time clinician preferably one whose scope of practice includes diagnosis and prescribing, either a Nurse Practitioner, Physicians' Assistant or Physician. This would address and prevent the student from leaving campus to receive health care.
- There were two (2) searches for a full-time Nurse which did not garner results. The first search produced candidates who were unfamiliar with health concerns relevant to BCC or college students. While two (2) candidates were qualified in the 2nd search, one candidates wanted a higher salary the other was unable to work late nights.
- As it currently exists, there are only two (2) Full Time staff members working in OHS. This is an impediment to the Unit Director attending conferences and other activities (including monthly CUNY Health Services Advisory Council meetings) if there is inadequate coverage. In stark contrast, Hostos Community College our "sister school" has 1 FT Director, 1 FT Health Educator, 1 FT RN, 1 PT RN, 1 PT Wellness Coordinator, with 4, 000 fewer students.
- While identified as the 1st floor, OHS is technically located in the basement not ADA compliant. Access to the office is prohibitive if a student or family member (since many BCC students are accompanied by intergenerational family members some of whom use walkers, canes or have a disability). Additionally, many of our students are parents with infants who utilize strollers. As it now stands, there is an elevator which can be accessed when needed. OHS staff will accompany the student or family member to the first floor to access admissions or to exit the building.
- There are several renovations in process for areas in need of repair. These include a hole in one of the walls which emits dust which can be hazardous to students in need of medical assistance.
- The current budget does not cover a broad range of OTC medications which would be of assistance to students who have various health needs.

VII.c. Action Plan:

In order to better meet the health and wellness needs of BCC students, OHS will work with Institutional Research (IR) and key departments and offices to identify the number of students who currently have health insurance. This is *critical* in assisting students in obtaining access to healthcare by assisting them to enroll in health insurance. It will attract top tier medical institutions to provide medical care to BCC students. OHS will work with IR to develop a Health Survey Instrument which will also identify how many students have health insurance coverage and what type they have.

OHS looks forward to having a survey to all incoming students by Spring, 2019.

VIII. External Review recommendations:

Since the Bronx has health issues specific to this borough I would recommend the following external colleagues to review the Office of Health Services here at BCC:

- Fabian Wander, LMSW
Director of the Health and Wellness Center, Hostos Community College
- Cindy Kreisberg, PA-C,
Director of the Student Health Center, Lehman College

Appendices:

- A: JVN/Job ID: 8192
- B: JVN/Job ID: 16600
- C: Student Development (Organizational Chart)

Job Vacancy Notice

Job Title: Student Wellness Manager
Job ID: 8192
Location: Bronx Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

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GENERAL DUTIES

- Implements and manages educational, awareness, and preventive health services to students.
- Develops and implements health education and wellness programs and communications, including health education, wellness student workshops, group activities, and materials
 - Assesses student and campus health education and wellness needs and recommends targeted programs
 - Manages immunization/vaccination programs, ensuring compliance with laws, regulations, and policies
 - Collaborates with community resources to provide health-related events and outreach activities
 - Assesses and reports on all efforts, providing outcomes assessments and reviews of feedback from the campus community
 - Performs related duties as assigned.

Job Title Name: Student Wellness Manager
CONTRACT TITLE

Higher Education Associate

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Associate Dean for Student Engagement and Student Success, the Student Wellness Manager contributes to the Division of Student Affairs by developing and maintaining relationships and collaborations that enrich the campus experience and encourage healthy lifestyles. This position has a significant integrative function, co-developing programming with other departments and academic units to ensure that wellbeing is woven through the campus experience. The Manager also works with other internal and external stakeholders to develop, implement, and execute campaigns, programs, events, outreach, and workshops.

- Manage communications from the Health Services office to students, their families, the campus community, medical professionals, and community organizations/agencies.
- Ensure compliance with City, State, and Federal laws and regulations as well as campus and university policies and protocols.
- Determine if students have necessary medical examinations, certifications, and vaccinations as required by law for their program of study and any other school related activity.
- Coordinate with CUNY and the NYC Department of Health for immunization clinics on campus, as needed.

- Document and maintain accurate, confidential student medical records and statistics.
- Refer students to healthcare professionals and resources, as appropriate.
- Serve as health educator and advocate for students, staff, and the community; manage the planning and implementation of campus co-curricular health programming, including but not limited to: HIV/AIDS awareness, Diabetes, Asthma, Heart Disease, Nutrition, Obesity, and the development of a healthy lifestyle.
- Track and maintain an adequate inventory of medical, pharmaceutical, and office supplies. Stock supplies and verify expiration dates.
- Follow infection control protocol in performing work and handling equipment and chemicals according to CUNY's guidelines and other legal regulations for personal and environmental safety. Ensure proper disposal of work-related hazardous materials and waste.
- Maintain current knowledge of general health practices and protocols, and collaborate with community-based organizations and health agencies.
- Develop and manage the annual health services budget.
- Oversee the entry of student health information into CUNYfirst system.
- Review and analyze statistical data regarding campus health services. Report health related data required by CUNY and government agencies.
- Serve as a campus consultant and expert for other departments on initiatives related to health promotion, wellness, physical activity, and other relevant areas as needed.
- Serve as a member of the CUNY Health Services Council; attend regular council meetings.
- Position requires some weekly evening coverage as well as coverage at occasional weekend events.

MINIMUM QUALIFICATIONS

Bachelor's degree and six years related experience required.

OTHER QUALIFICATIONS

- Master's Degree in Health Promotion, Public Health or other relevant field
- Training and certification as an RN, NP, or PA preferred
- Experience implementing and evaluating outcome-driven health education preferred
- Knowledge of web-based and multimedia strategies for health education and improvement
- Bilingual (English/Spanish) preferred
- Ability to lead, motivate, train and evaluate the Health Services team
- Ability to work effectively in a multicultural and diverse community college setting
- Valid and current CPR and First Aid Certifications preferred
- Strong interpersonal and communication skills, both verbal and written
- Strong time management skills with the ability to coordinate multiple tasks and programs at a time
- Demonstrated use of technology, including but not limited to: the Microsoft office suite, social networking sites, CUNYfirst or other student information management systems, and Survey Monkey

COMPENSATION

\$55,602 - \$88,418

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment", "Search for job listings", Job ID# 8192. Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

July 6, 2013

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

Job Vacancy Notice

Job Title: Staff Nurse - Office of Health Services

Job ID: 16600

Location: Bronx Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

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programs. Schedules healthcare coverage of office.

- Supervises and directs professional nursing and/or non-nursing staff. Participates in selection, assignment and evaluation of staff, including volunteer and student workers.
- Ensures compliance with all health-related regulations at the college relating to the nursing function, including applicable Federal, State and City laws and regulations.
- Obtains up-to-date information on changes in professional methods and standards that apply in CUNY's environment, advising management as needed. Implements current and new methods and standards, and safety and universal precaution standards, and ensures staff compliance.
- Oversees medical and office supply inventory with oversight of vendor issues.
- Participates in development of budgets. Monitors budgets and approves expenditures. Recommends budget adjustments as necessary.
- May prepare grant proposals and documentation, with appropriate support.
- Manages communications from the Nursing Unit to students, their families, staff, campus neighbors, medical professionals and outside agencies.
- Reviews and analyzes statistical data regarding campus health services. Reports health-related data required by government agencies. Prepares reports and recommends improvements in health services to management. Implements and monitors success of improvements and new programs.

CONTRACT TITLE

Staff Nurse

FLSA

Exempt

MINIMUM QUALIFICATIONS

Assignment Level 1

A license and current registration to practice as a Registered Professional Nurse in New York State. This license must be maintained as current for the duration of employment.

Valid and current CPR and First Aid Certifications.

Assignment Level 2

In addition to requirements for Level 1:

- A minimum of five years' full-time related Nursing experience

Preferred Qualifications – Knowledge of immunization health regulations for New York State; demonstrate understanding of health issues affecting the college student population; and understanding of public health care issues.

COMPENSATION

\$63,902 - \$86,128; Salary commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time

GENERAL DUTIES

Provides professional nursing care and health services to students and staff. Identifies and treats health disorders and provides instruction in maintenance of good health and disease prevention.

There are two levels of this title (Level 1 and Level 2). Employees in Level 1 operate under general supervision; employees at Level 2 operate with limited supervision.

This specification describes typical assignments for this position; related duties may be assigned as needed.

Assignment Level 1

Meets individually with students and staff to perform independent nursing assessments. Performs diagnostic tests within the scope of practice. Identifies and treats health disorders in compliance with professional standards of practice, college policies and/or physician's orders.

- Refers students and staff to healthcare professionals and resources as appropriate.
- Ensures compliance with City, State and Federal laws and regulations campus and university policies, and protocols.
- Determines if students have necessary required medical examinations, certifications and vaccinations, as required by law, for their program of study and any other school-related activity. May administer immunizations with documented standing doctors' orders.
- Documents and maintains accurate, confidential student and staff medical records and statistics. Completes documentation related to health status and services (such as immunization records) as required. Reviews documentation and assures accuracy and completeness. Answers authorized requests for information.
- Provides initial emergency care and first aid and/or referral as appropriate. Responds to on-campus emergencies as per campus policy.
- Serves as health educator and advocate for students, staff and the community.
- Tracks and maintains an adequate inventory of medical, pharmaceutical and office supplies. Stocks supplies and verifies expiration dates.
- Follows infection control protocols in performing work and handles equipment and chemicals according to CUNY's guidelines and other legal regulations for personal and environmental safety. Ensures proper disposal of work-related hazardous materials and waste.
- Acts as a resource to the College community regarding general health questions.
- Maintains a current knowledge of general nursing methods, practices and protocols, applying them appropriately.
- May participate with the College community in disaster and emergency preparedness activities.
- Performs other professional nursing activities as assigned by supervisors. May instruct and occasionally supervise nursing and support staff.

Assignment Level 2

Typical tasks, in addition to work performed at Level 1, are:

- Serves as a leader and participates in planning, organizing, implementing and evaluating clinical, research, community outreach and educational activities at a College or unit. Collaborates and/or cooperates with internal and external stakeholders on health-related matters.
- Coordinates the organization, staffing and operational activities for all campus healthcare

employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: Select "Employment", then select "Search Job Postings" and find JOB ID #16600. Please attach resume and cover letter. References on request. Please do not include any other documentation.

For general assistance with your CUNYfirst application, please go to <http://www.cuny.edu/employment/jobssysteminstructions.html> for information.

CLOSING DATE

30 days from posting date.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

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Student Development
Direct Reports to Manny Lopez

