



**BIRLA GLOBAL UNIVERSITY**  
**BHUBANESWAR**  
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**Job Description: University Nurse**

**Job Title:** University Nurse

**Department:** Health Services / Student Affairs

**Reports to:** GM Campus

**Location:** University Campus

**Position Summary:**

The University Nurse is responsible for providing basic healthcare and wellness services to students, faculty, and staff at the university. The nurse ensures the health and well-being of the campus community through preventive care, treatment of minor injuries and illnesses, health education, and emergency response. The nurse works closely with the health services team to support students' physical and mental health, promote wellness, and address health-related issues in an academic setting.

**Key Responsibilities:**

**Health Education & Promotion:**

- Provide health education and counselling to students, faculty, and staff on nutrition, sexual health, stress management, substance abuse prevention, and mental health.
- Organize workshops, seminars, and informational campaigns to promote general wellness and healthy lifestyle choices within the campus community.
- Develop and distribute educational materials, such as brochures or online resources, to raise awareness about common health issues.
- Support mental health initiatives by identifying students who may benefit from counselling or mental health resources and making referrals as appropriate.

**Emergency Response & Crisis Management:**

- Respond to medical emergencies on campus, including accidents, injuries, and sudden illnesses, providing immediate treatment or stabilization.
- Assist in the planning and executing emergency preparedness drills and provide training to staff on first aid and emergency protocols.

- Collaborate with campus security and local healthcare providers (e.g., hospitals, clinics) to ensure a coordinated response in emergency situations.

### **Immunizations & Preventive Health:**

- Administer required and recommended immunizations to students, faculty, and staff as per university policies and public health guidelines.
- Educate the campus community on the importance of vaccinations and preventive care.
- Monitor health trends and report any outbreaks of infectious diseases, such as flu or COVID-19, to relevant university authorities.

### **Administrative & Record-Keeping:**

- Maintain confidential medical records for all students, faculty, and staff who receive care at the university health centre, following HIPAA and university confidentiality policies.
- Keep track of inventory and supplies for the health centre, ensuring all medical equipment, medications, and supplies are stocked and current.
- Complete and submit necessary reports on patient care, health trends, and service usage to university leadership or relevant authorities.
- Ensure compliance with health and safety regulations and university policies.

### **Qualifications:**

#### **Education:**

- Bachelor's degree in Nursing (BSN) preferred.
- Certification in Basic Life Support (BLS) or Advanced Cardiovascular Life Support (ACLS) may be required.

#### **Experience:**

- At least 3 years of nursing experience, preferably in a clinical, school, or university setting.
- Experience with health education, wellness programs, and emergency response is a plus.

#### **Skills & Competencies:**

- Knowledge of common illnesses, injuries, and health conditions that affect young adults and university populations.
- Ability to perform medical assessments and administer treatments within the scope of nursing practice.
- Excellent communication skills, with the ability to interact effectively with students, faculty, and staff.
- Strong interpersonal skills and the ability to provide compassionate and empathetic care.
- Organizational and time management skills to prioritize and handle multiple tasks effectively.

**Personal Attributes:**

- Caring and empathetic, with a genuine interest in promoting the health and well-being of the university community.
- Ability to work independently and as part of a multidisciplinary team.
- Calm under pressure and able to respond effectively in emergency situations.
- Knowledgeable about current health issues, including public health concerns affecting young adults (e.g., mental health, substance use, sexual health).

**Work Conditions:**

- Full-time or part-time position depending on the university's needs.
- Work may involve occasional evening and weekend hours to accommodate students and staff with healthcare needs outside regular business hours.
- The nurse may need to work in a variety of settings across the campus, such as health clinics, classrooms, or events where medical support is required.
- Occasional travel may be required for training, professional development, or collaboration with off-campus health providers.