

2013-2014 HEALTH CLINIC AIDE JOB DESCRIPTION

Job Title: Health Clinic Aide

Wage/Hour Status: Nonexempt

Reports to: Campus Nurse/ Campus Principal

Pay Grade: 203 (187 Calendar)

Dept./School: Assigned Campus

Date Revised: 09/01/2013

Primary Purpose:

Assist school nurse (RN) by assuming routine recordkeeping activities, providing minor first aid care, and conducting health screenings at campus level. Work under the immediate guidance and direction of a licensed registered nurse.

Qualifications:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)

Strong organizational, communication, and interpersonal skills

Proficient keyboarding and file maintenance skills

Ability to use personal computer and software to develop databases and do word processing

Ability to communicate effectively (verbal and written)

Experience:

One year experience in health-related position, including contact with school-age children

Major Responsibilities and Duties:

Health Services

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school nurse (RN) or medical advisor.
2. Administer medication to students according to board policy and district procedures; maintain accurate log of medications dispensed.
3. Take vital signs (temperature, pulse, respiration rate, and blood pressure). Communicate findings to supervising school health staff for direction.
4. Assist with screening activities including measuring height and weight, testing vision and hearing, and examining spinal cord and scalp.
5. Escort students to and from health room and assist students with disabilities as necessary.



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6. Contact parents of students who need to be picked up from school according to established school health services protocols or as directed by the school nurse (RN).
7. Contact EMS according to established school health services protocols or as directed by the school nurse (RN).

Safety

8. Use Universal Precautions Procedures when cleaning all body spills and providing wound care.
9. Keep health clinic clean and sanitary.

Clerical

10. Record information on student health records.
11. Send out routine notices to parents.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.
13. Prepare correspondence, reports, and records using personal computer or typewriter.
14. Make appointments for and maintain schedule of the school nurse (RN).
15. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse (RN).
16. Maintain clinic supply inventory and request supplies as needed.
17. Prepare and arrange bulletin boards, displays, models, etc.

Compliance

18. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
19. Comply with all district and campus routines and regulations.
20. Maintain confidentiality.
21. The Supervisor or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.

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Supervisory Responsibilities:

None.

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Exposure to biological hazards, bacteria, and communicable diseases.

*Adapted from School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, June 2002.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature _____ Date _____

Printed Name _____