

## MESA UNION SCHOOL DISTRICT

### **CLASS TITLE: HEALTH CLERK TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of activities in support of student health services; administer basic first aid and screen ill or injured students; prepare and maintain student health information, records and files.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of activities in support of student health services; screen for medical conditions of ill or injured students; respond to student health issues and problems; notify school nurse, parents, staff and others of student illness, injury, health issues and concerns, or emergencies as needed.

Maintain confidentiality of student information except as appropriate under HIPAA regarding protected health information.

Administer first aid and provide medical care and treatment to students as appropriate; take and record temperatures; perform first aid procedures and CPR in emergency situations as needed; dispense medications according to physician instructions; apply bandages and ice packs as needed.

Dispense medications according to physician instructions and written consent from parents/guardians; maintain records of dosage including amount, time, medication, authorizations and related information; test glucose levels; utilize an Epi pen for allergic reactions according to established guidelines as needed.

Establish and maintain cumulative student health records and files; prepare, maintain and update records, reports and files with student information related to health, immunization, medications, illnesses, screenings, emergencies, health office visits, accidents, medical issues and assigned duties.

Serve as a liaison and assist with the facilitation of health services and related communications and information between the Nurse, students, parents and staff; confer with District personnel and others regarding accidents, illnesses, medications and special health needs.

Utilize standard health instruments and first aid supplies and operate a variety of medical equipment such as thermometers and nebulizers; operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Initiate and receive phone calls; prepare, distribute and respond to various correspondence; respond to inquiries and provide general information to personnel, students, parents and others regarding student health functions and related services, issues, needs, activities, policies and procedures.

Compile, assemble and verify student health and immunization information; prepare, maintain and update student health cards and emergency contact information; prepare, process and assure accuracy and completeness of various health forms and paperwork.

Input a variety of student health data and other information into an assigned computer system; maintain automated records and files; generate computerized lists and reports as requested.

Assist with coordinating and arranging vision, hearing, scoliosis or other screenings and tests for students as directed. Maintain the health office in a clean, orderly, sanitary and safe condition; assist in ordering, receiving and maintaining inventory of first aid supplies.

Report suspected child abuse and communicable diseases to school administrator and responsible County authorities according to established procedures.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Health office and related medical practices, terminology, procedures and equipment.

General diagnostic methods for illnesses, injuries and medical emergencies.

Proper dispensing and administration of medications.

General health care practices and procedures.

Clean and sterile treatment techniques.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Modern office practices, procedures and equipment.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

First aid and CPR procedures.

**ABILITY TO:**

Perform a variety of activities in support of student health services.

Screen for medical conditions of students.

Provide treatment and administer first aid and emergency medical care as necessary.

Dispense medications to students according to physician instructions.

Prepare and maintain student immunization and health records and files.

Learn, interpret, apply and explain applicable regulations, policies and procedures.

Compile and verify data and prepare reports related to student health.

Operate a computer and assigned software.

Understand and follow oral and written instructions.

Meet schedules and time lines.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

Work with frequent interruptions.

Determine appropriate action within clearly defined guidelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and one year of clerical or health office experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certifications issued by an authorized agency.

**WORKING CONDITIONS:**

ENVIRONMENT: Health office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information. Bending at the waist, kneeling or crouching to assist students. Reaching overhead, above the shoulders and horizontally to retrieve supplies. Sitting or standing for extended periods of time. Seeing to read a variety of materials and screen student health conditions.

**HAZARDS:**

Exposure to bloodborne pathogens and bodily fluids.