

Job Title: NURSE ASSISTANT
Reports to: Health Services Coordinator/Campus Principal
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

Primary Purpose

Assist school nurse by assuming routine record keeping 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

Valid Texas licenses issued by the Board of Vocational Nurse Examiners

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. Carry out first aid and emergency procedures for ill and injured students as directed by school nurse.
2. Administer medication to students according to board policy and district procedures; maintain accurate log of medications dispensed.
3. Assist with screening activities including measuring height and weight, testing vision and hearing, and examining scalp.
4. Escort students to and from Nurse's office and assist students with disabilities as necessary.

Safety

5. Use Universal Precautions Procedures when cleaning all body spills and providing wound care.
6. Keep nurse's office clean and sanitary.

Clerical

7. Record information on student health records.
8. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.

- 9. Prepare correspondence, reports, and records using personal computer
- 10. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse.
- 11. Maintain clinic supply inventory and request supplies as needed.
- 12. Prepare and arrange bulletin boards, displays, models, etc.
- 13. Answer phones and take/deliver messages as needed.

Compliance

- 14. 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.
- 15. Comply with all district and campus routines and regulations.

Other

- 16. Perform other duties assigned by supervisor.
- 17. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermo scan, 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.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____