

POSITION DESCRIPTION

Position Title: Health Assistant	Department/Location: Health Offices
Report's To: District Nurse and Building Principal	Date: 5/16/11
Reviewed: _____ (Immediate Supervisor)	Approval: _____ (Superintendent)

I. POSITION PURPOSE SUMMARY

The Health Assistant participates as a member of the school health team to address the physical, social and emotional needs of students and staff. The Health Assistant will be assigned to a school health office and under the direction of the District Nurse, be responsible to care for a range of health issues for all the school's students.

II. MAJOR/ESSENTIAL FUNCTIONS

The essential functions of this position include but are not limited to the following:

1. Follows policy, procedure, protocols and written plans of care to provide health care to students under the delegation and supervision of the District Nurse.
2. Protects health information according to FERPA and HIPPA standards.
3. Participates in plan of care for students with special health needs including delegated nursing care for medically fragile or technology dependent students.
4. If LPN, uses proficiencies such as lung auscultation, monitoring vital signs and nursing observation skills to determine appropriate care.
5. Administers medications and monitors for side effects.
6. Makes referrals, in consultation with District Nurse, to health care provider as warranted by student health condition.
7. If LPN, builds nursing skills and competency with continuing education.
8. Promotes self-care skills and wellness concepts with students and staff.
9. Assists District Nurse with other related duties as assigned.

III. RESPONSIBILITIES

The responsibilities of this position include but are not limited to the following:

Percent
of time

60%

1. Responsible for providing first aid and episodic care to students following established policies and procedures.

5%	2. Administers medications and maintains medication records according to state law and professional nursing standards.
1%	3. Prepares First Aid packs for field trips and communicates student health and medication needs to supervising teachers.
2%	4. Performs delegated nursing procedures under the supervision of the District Nurse.
5%	5. Coordinates and conducts screening activities; refers students to medical provider according to Minnesota Department of Health guidelines.
5%	6. Contacts parents or guardians to request immunization compliance.
1%	7. Triage student health needs to provide appropriate care.
5%	8. Assists the District Nurse with completion of health review forms by obtaining student health and medical information.
15%	9. Updates and maintains accurate health office records including student health records, daily health log, immunizations and health related databases.
1%	10. Maintains inventory of health office supplies; distributes first aid supplies to appropriate locations.
variable	11. Under direction of the District Nurse, responds to infectious outbreaks utilizing case finding, exclusion and reporting.

IV. Education Required

Minimum, high school diploma; Medical training helpful; Licensed Practical Nurse (LPN) preferred

V. Experience Required

First Aid experience and/or Nursing experience

VI. Certification/Licensure Required

Current CPR/AED and First Aid certification preferred; Nursing licensure preferred

VII. Knowledge, Abilities and Skills Required

1. Word processing and database computer skills
2. Ability to report and document information objectively and professionally
3. Familiarity with administration of medications
4. Ability to communicate effectively with multidisciplinary team in school setting
5. Ability to provide care effectively to diverse populations
6. Ability to communicate effectively and foster positive relationships with students, families, health professionals and staff.