

Carson City School District Job Description: Clinical Aide

Job Title: Clinical Aide

Location: School Site or Department

Reports To: Principal, Chief Nurse, or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under general supervision of the Chief Nurse, primarily renders basic first aid to students and performs health-related records/data file management duties. The Clinical Aide implements the health services programs at Carson City School District school sites to promote the health and well-being of students, thereby facilitating student success and achievement. Health services are provided to both general and special education students as mandated under federal and state laws.

Experience or training required:

Knowledge of: Basic first aid, CPR/AED, and Universal Precautions.

Ability to:

- Attend and successfully complete annual medication assistance training and tests.
- Prepare, organize, and maintain accurate health records or reports.
- Interpret health and safety standards.
- Identify and prioritize health-related incidents.
- Learn, explain, and apply procedures.
- Learn and apply laws, rules, and regulations relating to health activities.
- Maintain security of confidential information.
- Administer emergency medication (glucagon, epi-pen) pursuant to the State Board of Nursing requirements after receiving required training.
- Learn to use computers and software applications related to the health office.
- Determine when to act independently and when to refer medical situations to an administrator.
- Work cooperatively with employees, students, parents/guardians, and other medical personnel.
- Recognize and report hazards and apply safe work methods.
- Possess physical and mental stamina commensurate with the responsibilities of the position.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:

- High school graduation or other equivalent, (i.e., GED, college, EMT, technical or trade school, foreign equivalency, etc.).
- Experience working with school-aged children.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

- Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on component. Online courses will not be accepted.
- Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization.

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Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

Essential Job Functions:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented:

- Renders basic first aid to students and maintains accompanying records.
- Contacts parent(s)/guardian(s) and medical personnel (ambulance and hospital) in emergencies and maintains accompanying records as directed.
- Assists with height, weight, vision, hearing, and lice screening; records electronic screening information and follows up with any necessary referrals for families.
- Optional screenings include dental and blood pressure.
- Reviews student health information and consults with the Chief Nurse about health concerns.
- Responsible for the confidentiality of medical information.
- Tracks and reports bloodborne pathogen incidents as directed.
- Assists with the administration of medication to students according to Carson City School District procedures.
- Attends regularly scheduled District health services trainings and meetings as related to professional development.
- Updates and maintains health records and immunization records.
- Responds to requests for first aid supplies.
- Maintains health office in a clean and orderly manner including yearly supply ordering.
- Prepares and maintains health-related letters, reports, and information on forms as directed.
- Monitors or checks assigned areas to assist in enforcing safety and disciplinary rules (playgrounds, hallways, etc.), as determined by the site administrator.
- Serves as health and safety designee as determined by the site administrator.
- Performs specialized procedures such as; diapering, toileting, intermittent catheterization (with training), etc. in accordance to statute and/or Carson City School District policies, procedures, and guidelines; in accordance with National Association of School Nursing - NASN.
- May administer first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) as necessary.
- Conforms to safety standards as prescribed.
- Must comply with IEP and 504 plans.
- Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner.
- Performs other tasks related to the position as assigned.

Physical Demands and Working Conditions:

Strength: Heavy Work-Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Incumbent must be in good physical condition and must take a physical examination at the District's expense. Incumbent will have the option of the Hepatitis B Virus (H.B.V) vaccine at the District's expense. Frequent walking, sitting, standing, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed material, a VDT screen, or other monitoring devices. Some of the equipment/supplies used to perform tasks: thermometers, splints, first aid supplies, catheters and other drainage tubes, blood glucose monitoring supplies, blood pressure cuff, stethoscope, inhalers, (vision screening), audiometers (hearing screening), computers, telephones, copy machines, etc.

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Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
EMT Certification:	<u>Supplemental Modifier: 5% added to hourly rate.</u>

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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.