

## HEALTH CARE TECHNICIAN II

### DEFINITION

Under general supervision of an assigned administrator and under the professional direction of a licensed credentialed school nurse, organize and perform responsible functions in a high school health office; assist in performing a variety of functions pertaining to student health appraisal; perform routine specialized health care services; assist in the care of ill or injured students; administer routine first aid and emergency treatment; assist the school nurse and other school staff in providing health program assistance; maintain health records, referrals, immunizations and reports; assist students with other health related needs; perform a variety of routine and supportive activities; and do other related work as required.

### ESSENTIAL FUNCTIONS

Assist with the coordination of a variety of activities pertaining to the health appraisal of students, including physical, vision and hearing examinations; record health appraisal history and the results of health appraisal examinations; assist in typing and distributing reports concerning the findings of health appraisals and in health appraisal follow-up activities; render first aid treatment to injured and ill students; clean and bandage cuts, abrasions and burns; observe students for signs of shock and other emergency situations, and take and record temperatures and vital signs of ill students, and report the results to health service and administrative personnel as appropriate; provide a quiet, comfortable and calming atmosphere for ill and injured students; perform routine evaluation of student illness and injury situations and determine the need for emergency, health services supervision, supervisory or administrative assistance; perform specialized physical health services for students with disabilities and chronic health problems such as gastrostomy tube feedings, feedings, ostomy care, catheterization, tracheostomy suctioning, and other services which are necessary during the school day to enable a child to attend school and require medical-related training; may assist students with an inhaler and/or routine diabetic care tasks including monitoring student glucose testing and follow-up; assist with the preparation of and arrangements for health testing programs performed by the school nurse; record student health test results in student health files; refer emergencies to 911, school nurse, or site administrator as appropriate; may give medication prescribed specifically for students by medical authorities and provide routine injections to students in accordance with law, Board Policy and Administrative Regulation following training by a credentialed school nurse; perform a variety of routine health clerical duties including, but not limited to, typing, filing, and duplicating materials as needed; check dates on products used in first aid kits to keep current; maintain and record daily health services activities, including medication, administration records, and daily log of visits; monitor student self-administration of medication as per specialized healthcare plan; contact parents or other responsible persons regarding ill or injured students; may assist in cleaning and changing of ill students and in the cleaning and disinfecting of the resting area; check for contagious diseases; maintain a variety of student records as well as records pertaining to health office activities.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Methods techniques and procedures for lifting and moving children incapable of providing assistance;  
Basic health and first aid procedures and routine emergency treatment;  
Principles, methods and practices of first aid and routine emergency treatment;  
Crisis intervention techniques;  
Standard policies and procedures pertaining to student health services;  
Equipment, supplies and terminology commonly associated with a student health facility;  
Emergency service agencies within close proximity of the assigned school sites;  
Record management, storage and retrieval systems and procedures;  
Office practices, procedures, and equipment;

Correct English usage, spelling, grammar and punctuation.

Ability to:

Work with a minimum of supervision;  
Perform routine medical services, first aid and emergency treatment for ill and injured students;  
Give injections and medication and take and record basic vital signs as allowed by Board policy;  
Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature;  
Assist designated students with toileting which may include changing, lifting and moving them as necessary in the use of bathroom facilities;  
Communicate effectively in oral and written form;  
Evaluate student illness or emergency situations and determine an appropriate course of action and notify proper persons;  
Establish and maintain a variety of appropriate files, logs, and records;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy (in some positions where typing is less than 25% of the job function, the typing requirement may be waived at the discretion of the District administration); proficient operation of computer terminal and peripheral equipment

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade. Training or coursework in record management, general office practices, basic first aid, child growth and development, special education and patient care preferred.

Experience:

Two years of experience and/or education as a technician, health care provider, or other paramedical function in a medical or related field which includes performing a variety of general office and clerical work, preferably in a student health facility. Some experience with obtaining vital signs, crisis intervention, and working with children of various age levels specifically with adolescents is desirable. Possession of a medical assistant, nursing assistant, licensed vocational nurse, registered nurse, or paramedic certificate or post high school courses leading to such a certificate or license may be considered for substitution of the experience required.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and current first aid certificate, which includes CPR training; possession of a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Ability to lift, carry, push, or pull students or items weighing up to 50 pounds; indoor/outdoor classroom environment; exposure to bodily fluids, infectious diseases and cleaning agents and fumes.

Pre-placement Physical: Class I