
Position:	Health Services Assistant II	FLSA:	Non-Exempt
Department/Site:	Nursing Services	Salary Grade:	21
Reports to/Evaluated by:	Credentialed School Nurse Director of Nursing Services	Salary Schedule:	Classified

SUMMARY

The Health Services Assistant II (H.S.A.II) is a Licensed Vocational Nurse (LVN) or Registered Nurse (RN) who perform a variety of nursing duties in the educational Health Office setting, within the scope of his/her practice and the CA Education Code. Performs clerical duties involved in assisting the School Nurse in the management of the site Health Office and maintenance of health records, referrals and reports.

DISTINGUISHING CAREER FEATURES

Under the supervision and direction of a credentialed School Nurse, the H.S.A. II performs varying assignments of a clerical, technical and nursing nature to insure health and safety of students. The H.S.A.II provides first aid, emergency and routine nursing care to ill or injured students in accordance with policies, procedures, and licensing regulations. Position is subject to potential exposure to communicable diseases and infectious bodily fluids and, therefore, recommended immunizations must be up-to-date. Work day schedule, as well as, school site may change during the school year. Works independently or in collaboration, at times, as part of the Health Office team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine first aid procedures and assists in screening ill or injured children in accordance with approved procedures established by the Fresno County Department of Public Health, *Emergency First Aid Guidelines for California Schools*, and the *California School Nurse Organization*.
- Performs all of the Health Office duties of the Health Assistant I including nursing services which may include, student medication assistance, blood glucose monitoring, urinary catheterization, gastric tube feedings, toileting, etc. with the additional responsibility of administering specific prescribed medications including but not limited to injections, i.e. insulin, immunizations, skin tests; emergency medications, i.e. diastat, lorazepam, epinephrine, glucagon, solu-cortef; and prescribed gastric tube medications.
- Refers serious illnesses and injuries to the School Nurse and site administrator. May provide emergency short term care to students.
- Reviews student records for proper immunizations. Alerts parents of needed immunizations and maintains communication until records of immunization are provided.

- Performs a variety of routine clerical duties. Utilizes computer software to document student visits and parent interactions, as well as, run reports as requested. Maintains a variety of health-related records and files.
- Assists with the preparation and arrangements for health screening programs performed by the credentialed School Nurse. Records student test results. Schedules follow-up appointments if further testing is required.
- Manages Health Office to keep supplies current and reviews expiration dates of all medications.
- Maintains an up-to-date list of students who have Care Plans, take daily medication, and have PE excuses, physician notes and/or emergency medications.
- Provides emotional support for students until qualified professional can respond.
- Provides information and assistance to students, parents and staff as requested.
- Performs other duties as requested to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires medical knowledge and basic nursing skills consistent with the LVN level. Requires CA Health Codes, CA Education Code and District policies, procedures and practices knowledge. Communication and nursing skills to deal with stressful situations are essential.

Abilities: To assess situations, determine severity of illness or injury, apply appropriate procedures when administering health care assistance and refer appropriately for additional care while remaining calm. To communicate effectively with School Nurses and site administrators. To perform all clerical, office and record keeping duties required of the position.

Physical Abilities: Requires good arm, hand, finger dexterity in order to operate a computer and to provide health care procedures. Requires good hand-eye coordination, visual depth perception and visual acuity to read words, numbers and prescription labels to administer medications and procedure directions. Requires understandable speech and a hearing ability to communicate both in person and over the phone. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Requires physical stamina to sit or stand for extended periods of time. While performing the duties of this job, the employee may be required to stand, walk, sit, use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel or crouch.

Education and Experience: College or vocational school sufficient to qualify for LVN license or RN license. Some experience in health care, school or clerical office involving contact with children desirable.

Licenses or Certifications: Current California LVN or RN license required. Current First Aid and CPR certification required.