

West Orange-Cove CISD

JOB TITLE: Nurse's Aide

REPORTS TO: Principal

JOB GRADE: 2.0

DEPT./SCHOOL: Campus

SERVICE DAYS: Instructional Calendar

FSLA: Non-Exempt

PRIMARY PURPOSE:

The role of the nurse's aide is to assist students as needed for care of any physical condition which impedes learning or threatens optimum health of students.

QUALIFICATIONS:

MINIMUM EDUCATION/CERTIFICATION

High school diploma or GED

Basic first aid and cardio pulmonary resuscitation (CPR)

Unlicensed diabetic care assistant certificate preferred

CNA License preferred

MINIMUM EDUCATION/CERTIFICATION

Proficient keyboarding and file maintenance skills

Ability to use software to develop databases and word processing documents

Ability to write routine reports and correspondence

Strong organizational, communication, and interpersonal skills

MINIMUM EXPERIENCE

Some experience working with children

PERFORMANCE OBJECTIVES:

- Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school nurse (RN) or medical advisor.
- Administer medication to students according to board policy and district procedures and maintain accurate log of medications dispensed.
- Assist with screening programs, take vital signs (temperature, pulse, respiration rate, and blood pressure), and accurately document results as proscribed by district, state, and federal requirements. Communicate findings to supervising school health staff for direction.
- Escort students to and from health room and assist students with disabilities as necessary.
- Contact parents of students who need to be picked up from school according to established school health services protocols or as directed by the school nurse.
- Contact emergency medical services (EMS) according to established school health services protocols or as directed by the school nurse.
- Maintain an efficient and safe clinic including following infection control procedures as directed by the school nurse. Use Universal Precautions Procedures when cleaning all body spills and providing wound care.
- Prepare, compile, maintain, and file all correspondence, reports, records, and other documents required, including accurate and confidential student health records.
- Work cooperatively with others and maintain a positive attitude in the work environment.
- Demonstrate tact, courtesy and helpfulness in dealing with staff, students, parents and visitors to the building.
- Accept supervisory direction and strive to improve job skills.
- Demonstrate professional standards in appearance and personal conduct.

Nurse's Aide

- Have good attendance and use time productively on the job.
- Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assignments.

ESSENTIAL FUNCTIONS:

- Uphold and enforce school rules, administrative regulations, and state and local board policy
- Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to school nurse (RN)
- Maintain clinic supply inventory and request supplies as needed.
- Comply with policies established by federal and state laws, The Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
- Nurse's aide must maintain CPR certification and unlicensed diabetic care assistant certification once initially obtained.
- Maintain confidentiality.
- Other duties as assigned by supervisor

EQUIPMENT USED:

Standard medical clinic equipment; special needs adaptive equipment; standard office equipment
Computer and printer

WORKING CONDITIONS:

Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting
Frequent walking, grasping/squeezing, wrist flexion/extension
Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint, assisting nonambulatory students.
Exposure to biological hazards, bacteria, and communicable diseases
Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

Signature

Date