

HEALTH TECHNICIAN

BASIC FUNCTION:

Under the direction of an Assistant Principal, provide basic medical services for students and staff at an assigned high school; document illnesses and incidents; advocate for outside agencies; coordinate processing of student accident insurance; process incoming freshmen and new enrollees. Respond to emergencies and treat accordingly, coordinating with EMS system.

REPRESENTATIVE DUTIES:

- Receive students in the health office; assist with medical, personal and emotional needs; dispense and document medication according to prescription; take temperatures, vitals and symptoms; provide bandaids, cough drops or other medical/health products as needed; G-tube feed students under the supervision of a school nurse, clean and bandage wounds according to established procedures. **E**
- Receive distraught and emotionally upset students; refer students to the school psychologist or crisis management personnel as appropriate; work with security, administration and substance abuse personnel regarding students under the influence of drugs or alcohol. **E**
- Recognize and advise parents of possible contagious diseases and the necessity of a physician release form to return to school; follow-up as needed. **E**
- Respond to medical and accidental emergencies; travel to various locations and assess situations; treat and calm individuals as needed; coordinate transportation and communication to administrators, EMS system and parents; assure proper coverage of the health office in emergency situations; provide information to ambulance personnel including emergency medical cards; prepare accident reports and document related information to computer; provide for follow-up as needed; coordinate processing of accident reports and student insurance. **E**
- Process incoming freshmen and new enrollees for up-to-date immunizations and medical history; update computer and other documents as needed; remove emergency cards from active files and place in active files as appropriate; type health information from emergency cards to computer and prepare related files. **E**
- Clear student attendance for time spent in the health office, when sent home, or for medical emergencies; prepare passes for students as needed. **E**
- Maintain inventory of health office supplies and equipment; price and order medical and office supplies and submit requisitions to the Principal for approval. **E**
- Operate various medical equipment including stethoscope, thermoscan thermometer, medical scissors, sphygmomanometer and others as assigned. **E**
- Operate a computer and other office equipment as assigned. **E**
- Assist with sports physicals; participate in other health screening activities.
- Maintain the health office in a clean, orderly and safe condition.
- Perform related duties as assigned.

KNOWLEDGE OF:

Medication effects and proper administration procedures.
Proper operation of specialized health assessment instruments.
Modern medical terminology, equipment and techniques.
Laws, rules, regulations and policies related to assigned activities.
Diagnostic methods for medical conditions and diseases.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Public health agencies and local health care resources.
Health and safety regulations.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Operation of a computer and assigned software.

ABILITY TO:

Provide specialized medical services for students and staff at an assigned high school.
Analyze situations accurately and adopt an effective course of action during routine and emergency situations.
Identify various health needs, unusual and critical cases, and recommend appropriate action.
Maintain records and prepare comprehensive reports according to established rules, regulations and State mandates.
Provide health related information to parents of school-aged students.
Establish and maintain cards, files, records, reports and referrals.
Communicate effectively both orally and in writing.
Plan and organize work.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Operate a computer and other office equipment.
Establish and maintain cooperative and effective working relationships with others.
Respond quickly and remain calm during medical emergencies.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level course work in nursing, health education or related field and two years experience assisting in the medical field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
EMT Certificate.
Valid First Aid and CPR certificates.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate various medical and office equipment.
Lifting and carrying moderately heavy students.
Pushing or pulling wheelchairs.
Bending at the waist, kneeling or crouching.
Walking to respond to emergencies.

HAZARDS:

Contact with blood and other body fluids.
Potential for contact with bloodborne pathogens and communicable diseases.

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