

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Clinic Assistant	Wage/Hour Status:	Nonexempt
Reports To:	Principal/Supervising Nurse	Pay Range:	723
Dept./School:	Campus	Date Revised:	3/25/19

Primary Purpose:

Provide minor first aid, emergency care, medication administration, and assist in the clerical management of the clinic under the immediate guidance and direction of the licensed registered nurse and direct supervisor.

Qualifications:

Education/Certification:

High School Diploma or equivalent

Willingness to acquire the following certifications and training:

Vision and Hearing Screening Certification

Spinal Screening Certification

Acanthosis Nigrifican Screening Certification

CPR Certification

American Heart Association First Aid Certification

Unlicensed Diabetes Care Assistant (UDCA) training

Special Knowledge/Skills:

Excellent organizational, communication (verbal and written) and interpersonal skills

Proficient computer keyboarding skills with emphasis on numerical data entry

General knowledge of office equipment

Ability to work within a team framework as well as perform responsibilities alone

Experience:

Minimum three years clerical and/or clinic experience (preferred)

Experience working with students (preferred)

Major Responsibilities and Duties:

Provide assistance to assigned school nurse to ensure compliance with district and state mandates

Assist with collection and input of immunizations and health data

Job Title: Clinic Assistant

Assist with all state-mandated screening

Assist with the data entry of state-mandated student health records and reports

Assist nurse with clinic inventory

Maintain an orderly, clean, safe and properly supplied clinic

Maintain health services equipment, according to policy

Provide minor first aid to level of training

Assist diabetic student in accordance with the Diabetes Medical Management Plan

Respond to emergencies according to parameters in Medical Action Plan

Adhere to PISD policy for medication administration with proper documentation

Maintain health records of all student clinic visits in TEAMS

Perform skills as delegated by RN

Consult with RN regarding student specific health issues

Serve as member of the first responder team

Perform daily maintenance check of AED

Notify RN of any health status change in a student with a delegated task

Participate in staff development programs as required by local policy

Adhere to HIPAA/FERPA and confidentiality rules and regulations

Maintain parental authorization records for health care services and release of health information

Maintain emergency bag and evacuation system, per PISD guidelines

Function under Health Service Guidelines and emergency protocol

Follow all rules regulations and policies of Plano ISD and follow directives from supervisors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Maintain emotional control under stress; ability to learn computer skills and sit for long periods; work with frequent interruptions

Job Title: Clinic Assistant

Physical Demands/Environmental Factors:

Biological exposure to bacteria and communicable diseases; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 03-25-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____