

The Howard County Public School System

Job Analysis

JOB TITLE: Health Assistant

DOT/O*NET Code: 355.674-014/31-1012.00

POSITION INFORMATION

Summary of Duties: The Health Assistant, under the supervision of the cluster school nurse and school based administrator, provides healthcare services to students, and emergency first aid to staff, and visitors to the schools. The Health Assistant works in a collaborative relationship with the cluster school nurse to provide care in accordance with policies and procedures established by the Howard County Public School System, the Howard County Health Department, the Maryland State Department of Education, the Maryland Board of Nursing, and the Maryland Department of Health and Mental Hygiene. This is a 10-month position.

Essential Job Functions:

- Provide emergency first aid to students, staff, and visitors following the regulations and procedures from the entities noted above. Call 911 if necessary.
- Implement federal, state, and local laws, regulations, and procedures related to school health services, including state mandated screening programs.
- Implement laws, regulations, policies, and procedures to control communicable disease in the school setting.
- Evaluate and provide health care for students who report to the health room with an illness.
- Observe student health, psychosocial status, and related needs and refer students appropriately.
- Administer medication according to established procedures; obtain physicians' orders; compare orders to medication; track use of medication and results; contact parents when refills are needed. Locate students who fail to report to the health room for medication.
- Check glucose levels of diabetic students; administer injections, as necessary; monitor students' glucose readings, check meters, and observe administration of doses for those students who administer medication to themselves.
- Maintain accurate, detailed, confidential records according to established procedures, to include immunization records, emergency cards, student accident reports, health surveys and medication logs.
- Contribute to the development and implementation of health care plans.
- Communicate necessary medical information in a timely manner to appropriate school personnel, parents/guardians, and the cluster school nurse while maintaining confidentiality.
- Review the medical records of new students; consult with parents regarding any changes in medical treatment; prepare memos for teachers to advise and inform them of students' needs.
- Support promotion of healthy lifestyles for students, staff, parents, and the community.

- Maintain a substitute notebook in the event of absence.
- Assist in the coordination of health department screenings.
- Assist in maintaining a safe and healthy school environment by identifying and reporting safety or environmental concerns.
- Participate in the development of the school evacuation and emergency preparedness plans.
- Participate in student services programs and teams in collaboration with the cluster school nurse.
- Participate in professional development and training activities.
- Perform delegated nursing tasks as approved and trained by the cluster school nurse.
- Participate in the Maryland Board of Nursing 45-day review of delegated procedures with the delegating cluster school nurse.
- Provide a supportive atmosphere for students and staff while ensuring appropriate health room use.
- Establish and maintain open communication and cooperative relationships with students, staff, parents, and the community.
- Maintain adequate supplies, ordering new supplies as necessary.
- Maintain cleanliness and order in the health room.
- May assist the principal in maintaining a tub of necessary emergency supplies.
- May be required to assist with transfers for students in wheelchairs.
- May be asked to assist with students with emotional/behavioral problems.

Machinery, Tools, Equipment, Work Aids Used:

- Thermometer
- Stethoscope
- Sphygmomanometer
- Flashlight; penlight
- Tweezers
- Nail clippers
- Scissors
- Pill counter
- Pill cutter
- Wheelchair; crutches
- Cots; blankets
- Cabinets for medication
- Scale
- Medicine cups
- Needles/sharps
- Appropriate container for use in disposing of needles/sharps
- Safety pins
- Gauze, gauze pads, gauze cling
- Cotton balls, cotton tipped applicators
- Bandages
- Tape
- Examination table paper
- Alcohol

- Disinfectants/bacteriostatic cleansers/soap
- Saline eye wash
- Lotion
- Salt
- Vaseline
- Ice
- Instant cold packs
- Step stool
- Refrigerator
- Safety/protective equipment, including but not limited to gloves, goggles, CPR microshields
- Computer
- Printer
- Telephone
- Photocopier
- General office supplies, such as paper, pens/pencils, paperclips
- Filing cabinets

Products/Materials Handled:

- Medication; inhalers
- EpiPens
- All items listed above under machinery, tools, equipment, and work aids used

EDUCATIONAL/VOCATIONAL PREPARATION

- High school diploma or GED
- One year of health care experience

REQUIRED CERTIFICATES/LICENSES

- Current active certification as a Nursing Assistant (CNA).
- Current certified medication technician (CMT) provided by HCPSS
- Current CPR, First Aid, and AED certifications.
- Successful completion at the time of the interview of the Maryland Board of Nursing required math and reading pretest for medication certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge generally acquired from at least one year of experience in health care.
- Knowledge necessary to obtain and maintain required certifications.
- Knowledge of federal, state, and local laws, regulations, and procedures related to school health services.
- Knowledge of state mandated screening programs.
- Knowledge of regulations, policies and procedures to control communicable disease.
- Knowledge of Howard County Public School System's health services procedures.
- Knowledge of medications, side effects, and proper use of medications.
- Knowledge of health care resources in the community.
- Skill in providing the level of care required by students.
- Excellent oral and written communication skills.

- Strong documentation/record keeping skills.
- Ability to discern when an emergency exists and 911 must be called.
- Ability to relate well to students, parents, and school personnel.
- Ability to use a computer as required.

JOB SITE ENVIRONMENT

Work Site

- 98% inside
- 2% outside

Temperature Factors

- Exposed to weather conditions when tending to a student outside of the building.

Noise Factors

- Exposed to intermittent noise in the hallways between classes, and from bells and alarm systems.

Vibrations

- N/A

Air Quality Factors

- N/A

Working Surface

- Carpet
- Tile floors
- Wooden gymnasium floor
- Stairs
- Blacktop and cement surfaces outside
- Athletic fields
- Natural ground

PHYSICAL REQUIREMENTS – Health Assistant

Non-Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>	
			X	2			Bending to mid-thigh level may be frequent at times. May need to bend to assess and address the needs of an incapacitated student on the floor or ground. Alternatives to bending may include squatting and kneeling. ² More frequent bending may be needed at the elementary level.
		X	2				May need to squat to work at ground or floor level in an emergency. Alternatives to squatting may include bending and kneeling. ² elementary level.
	X						May need to kneel to work at floor or ground level in an emergency. Alternatives to kneeling may include bending, and squatting. ² elementary level.
	X						Not likely to ever be needed. Hands and knees position is needed for CPR.
					X		Most surfaces are level and even. Needed to move about among active students. In an emergency needs to be able to walk on uneven and inclined surfaces outside the school.
			X				Needed to retrieve supplies from a storage shelf or to put supplies away.
				X			Needed frequently throughout the day and for sustained periods at different times of the year to review and update student records, and computer work.
				X			Standing is needed for sustained periods at times, often combined with brief walking in the health office. Special events may require prolonged standing.
				X			Brief walking in the health office is often needed. In an emergency needs to be able to walk anywhere in the school or on the grounds. Special events may require prolonged walking.
	X						Usually not needed. May be required in an emergency to reach an ill person quickly.
					X		Most of the day requires alternating between sitting, standing and brief walking within the health office.
					X		Needed to manipulate pen and paper, health cards, records, use keyboard and mouse, administer first aid, give medication; or for other procedures such as change dressings, give injections, perform a catheterization, or feeding tube care.
				X			Arm movements are needed associated with performing hand tasks.
				X			Needed to make constant position changes throughout the day.
		X					Some schools are on one level. Needed to access portable classrooms or other parts of the building. In the case of an emergency may be needed to climb hills to get to a student on school grounds.
	X						Usually not required.
		X					Usually not needed during the workday. May be needed to attend off-site meeting.

Material Handling:

Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
Repetitions per day		1-10	<25	<100	100-500	500+ per day	
N	R	I	O	F	C	<i>In pounds</i>	
Lift Floor to Knuckle	<50	--	--	--	--		Not usually required. May be required in an emergency, or to assist with lifting an ill student or transfer a wheelchair bound student.
10 in. to Knuckle	<50	--	--	--	--		Lifting at various heights is needed monthly to restock supplies or at the beginning and end of the year to move student files.
Knuckle to Shoulder	<20	--	--	--	--		To retrieve or store supplies or equipment.
Shoulder to Overhead	<10	5	--	--	--		
Push	<30	--	--	--	5		Usually to open and close drawers or file cabinets. In an emergency forceful pushing or pulling may be needed. May need to push a wheelchair.
Pull	<30	--	--	--	5		
Carry	<30	20	10	5	1		Usually negligible for handling supplies. There are periods of more frequent lifting at the beginning and end of the school year. May be required to assist a disabled student, or in an emergency, assist with moving an ill student.

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, MA, CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date