



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

CLINIC ASSISTANT

GENERAL RESPONSIBILITIES

The position is responsible for assisting the school nurse in the implementation of the school's student health services program.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Follow the school nurse's instructions and procedures to assist in the daily operation of the clinic.
- Keep the school nurse informed as to the urgency of student needs.
- Offer medical advice as directed by the school nurse.
- Administer care to students as directed; contact parents as appropriate.
- Assist with medications only when directed by the school nurse.
- Sign students into the clinic, noting the reason for requesting services.
- Take student's temperature when appropriate.
- Share information or locate students as requested by the school nurse.
- Answer clinic phone calls; summarize requests to school nurse.
- Assist the school nurse with the maintenance of records and reports (e.g., emergency forms and daily or monthly reports).
- Provide minor care and first aid as authorized by the school nurse.
- Complete work in the time specified.
- Help maintain and support the school clinic.
- Assist with screening programs.
- Assist with medically involved or medically fragile students as directed by the school nurse.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of universal procedures for communicable diseases and blood-borne pathogens; ability to maintain confidential files and information and to compile reports; ability to deal effectively with students and teachers; ability to operate standard office, word and data processing equipment; ability to establish and maintain effective working relationships with teachers, parents, students and associates.

EDUCATION AND EXPERIENCE

High school graduate or GED required. Must have an active Basic Life Support BLS CPR/AED for Healthcare Providers Certification with hands-on training, and a current license and in good standing as a Licensed Practical Nurse (LPN) in the Commonwealth of Virginia, or current certification and in good standing as a Certified Nurse Assistant (CNA), Certified Medical Assistant or Emergency Medical Technician (EMT) in the Commonwealth of Virginia. Must have a minimum of 1 to 3 years of experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing; some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 25 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

SPECIAL REQUIREMENTS

Possession of a valid driver's license.