

MODESTO CITY SCHOOLS

JOB DESCRIPTION

MEDICAL PROCEDURES SPECIALIST

DEFINITION:

Under the direction of the Director of Special Education Local Plan Areas (SELPA) and under the supervision of a credentialed School Nurse, provide a variety healthcare services including first aid and emergency care; serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information; prepare related records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direction of a credentialed school nurse, provide a variety of health services to students; screen and medical conditions of students; examine students for illness, injury and medical emergency; administer first aid as necessary; provide emergency care as needed, including anaphylactic shock, cardiopulmonary distress, dysreflexia, insulin shock, and other medical emergencies; ensure optimal health of students and staff; assist in ensuring related activities comply with established laws, codes, regulations, policies and procedures.
- Prepare student emergency information packet to assist in student transportation to a medical facility; compile information and prepare and maintain a variety of records and reports related to health services, screenings, tests, immunizations, financial activity and assigned duties; process and evaluate a variety of forms and applications; maintain students' Special Education Local Plan Area binder.
- Deliver Specialized Health Care Services to students as directed by the Physician's order and under direction of a credentialed School Nurse, and as indicated by the Individualized School Health Care Plan; perform intermittent clean catheterization and assist student in self-clean catheterization; assist in tracheostomy tube suctioning using mechanical ventilators, ostomy care, drainage and percussion; administer tube feedings; blood glucose monitoring according to standardized procedural guidelines.
- Gather data regarding students physical condition and health in the areas such as height, weight, lice and other health conditions; monitor vital signs; notify appropriate personnel including school nurse of health conditions and related concerns as appropriate; administer medication per physicians orders and under the direction of a credentialed school nurse; monitor all supplies to ensure staff can adequately meet student needs.
- Establish and maintain cumulative health and immunization records and files for individual students; review records to ensure immunization data is current; assist in clerical duties and complete District insurance billing of licensed nursing duties where indicated; notify parents or appropriate staff of needed immunizations and other medical issues as appropriate; update and ensure accuracy of information related to screenings, procedures and medications.
- Serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information; respond to inquiries and provide detailed and technical information concerning medications, immunizations, health care procedures and related laws, codes, rules, programs and regulations; make home visits as directed.
- Assist students and their families with resolving health issues; develop individual health care and emergency plans for students with special medical needs; refer students and parents to appropriate community resources for recommended health services; refer families to agencies to help in securing transportation as needed; follow up with parents regarding health care referrals, immunizations and medications.
- Communicate with students, parents, personnel and a variety of outside agencies to exchange information, coordinate activities and resolve issues or concerns; effectively communicate and maintain cooperative relationships with those contacted in the course of work.
- Operate a variety of medical instruments and equipment including thermometers, stethoscopes and screening devices; drive a vehicle to conduct work.
- Send and receive emails; notify school nurse in health care related email correspondence.

- Attend and participate in staff meetings and IEP's as required; assist in and follow emergency plans, related training and other in-services for staff as assigned.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in nursing or a related field and two years of health care experience.

Licenses and other Requirements

- Current California Licensed Vocational Nurse (LVN), Licensed Psychiatric Technician (LPT) or Registered Nurse (RN).
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid California Driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Health office practices, procedures and equipment.
- General practices, procedures and techniques involved in the identification, treatment and resolution of health problems.
- Health and safety regulations.
- First aid and CPR methods and procedures.
- Clean and sterile treatment techniques.
- Medical procedures associated with special health care needs.
- Basic anatomy, physiology, and medical terminology.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a variety of specialized medical equipment.
- Public health agencies and local health care resources.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Provide a variety of health services to students and staff including first aid, screening of ill or injured students and emergency care.
- Serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information.
- Prepare and maintain student immunization and health records and files.
- Under the direction of the school nurse, refer students and parents to appropriate community resources for recommended health services.
- Assist with screening students for various health and safety concerns.
- Observe health and safety regulations.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Compile and verify data.
- Assist in preparing records and reports.

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.

WORKING CONDITIONS:

Work Environment:

- Health office/classroom environment.
- Subject to emergency medical situations.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate specialized medical equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor students.
- Lifting and moving students as assigned by position.

Hazards:

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 9/28/2010

Unit Approved: 10/13/2010

Board Approved: 10/25/2010

FLSA Status: Non Exempt