



**CLASS TITLE: LICENSED HEALTH TECHNICIAN
UNIT 1**

BASIC FUNCTION:

Under general supervision provides health care services to a variety of students, including medically fragile or disabled students. Administers first aid; dispenses prescribed medication to students, including injections to diabetic students, and performs other health related functions; maintains health records; orders health supplies; and performs other duties as assigned. Job responsibilities may take place at more than one location and/or health assistance may be needed at another site in the event of a health emergency.

DISTINGUISHING CHARACTERISTICS:

Licensed Health Technicians are licensed practical nurses performing duties specialized in student medical care that involve specific written protocols and/or specialized training. The prior medical background is necessitated by the high consequence of error, in that some of the procedures are invasive in nature and/or some of the students have multiple or life threatening conditions. Incumbents may work at more than one school, travel to another school site, and/or may be called to assist at another site in the event of a health emergency or a need requiring the services of more than one individual.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides specialized health care services to students following the written procedures from physician and/or credentialed school nurse, including, but not limited to, anaphylactic response, diapering, and/or assisting students onto toilets, monitoring diabetic student care, glucometer readings, monitoring insulin dosages and blood sugar, and, where necessary, giving injections/administering insulin to diabetic students; reporting data to the credentialed nurse, seizure response, lifting (may assist in moving children on and off wheelchairs, toilets and changing tables), applies and removes medical appliances, pushing wheelchairs, tube feeding, tracheotomy tubes, seizure response medications, specialized feeding procedures, and maintaining daily records of specialized health care provided.

Attends to sick and injured students in the school health office.

Administers first aid and emergency medical care such as CPR as needed, assist in coordinating response to medical emergencies.

Notifies parents or other authorized persons when children need to be sent home and/or may transport sick or injured students home when necessary.

Administers/dispenses prescribed medications to students maintaining appropriate locked storage area, and records medication administered.

Gives Epipen or other medications in emergencies to students with severe food / insect allergies.

Checks and rechecks students for pediculosis.

Brings health problems to the attention of appropriate administrator, and, as directed, schedules or arranges for necessary conferences regarding health needs.



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Maintains a variety of health and immunization records, accident reports, communicable disease forms, and notices, follows up to ensure that students receive required immunizations or other assistance.

Prepares required reports for District or Health Department, under the direction of credentialed nurse.

Assist with disaster preparedness planning and response.

Schedules students for and assists with health screening, (includes, hearing, vision, scoliosis, and dental).

Orders supplies and ensures that health office is maintained in a secure and sanitary manner.

Disposes of biomedical waste and hazards according to procedures.

Assists in answering telephones or other general clerical duties as time permits.

Calls for emergency transport of seriously ill or injured students (911).

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nursing practices, basic anatomy symptoms indicating first aid, AED, CPR procedures; knowledge of emergency equipment, supplies, medical appliances and equipment and terminology related to students health programs; health and medical record keeping practices, State and Federal health and safety regulations including universal health precautions and procedures related to blood borne pathogens; modern office practices.

ABILITY TO:

Exercise good judgment and remain calm in handling both minor and major emergency situations and specialized care procedures; apply medical training to emergency and other situations; learn complex medical procedures and follow such directions with absolute attention to detail; organize and prioritize work; demonstrate concern for the comfort and dignity of the child; speak and write clear, correct English; communicate effectively with parents and school staff and maintain good relationships; assure confidentiality of medical information at all times; maintain accurate and complete records; physically lift, move, and otherwise assist children with all of their physical care needs; operate a computer and enter data in an automated student information system.

EDUCATION AND EXPERIENCE:

Minimum of six months experience in providing student health care in a special education class or health office or providing students or adult health care in a nursing facility, clinic or hospital is required.



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LICENSES AND OTHER REQUIREMENTS:

A valid, current State of California License as a Vocational Nurse or Registered Nurse.

A current certificate of proficiency with CPR and first aid, AED certificate and a valid California driver's license and willingness to use own vehicle.

WORKING CONDITIONS:

ENVIRONMENT:

The work environment includes school office with constant interruptions. Work will be performed at all school sites within the District, primarily in the school health office, although incumbent may also assist students in restrooms or other designated area. Work locations may require the ability to ascend stairs or the use of an elevator where applicable. Work locations will be outdoors at times. Driving to other sites and locations may be required. Work may involve exposure to blood and other fluids and wastes.

PHYSICAL DEMANDS:

Position requires extended periods of standing both inside and outside of structures. Manual dexterity required for the operation of communication devices such as but not limited to walkie-talkie, cellular telephones, and sound powered devices. Manual dexterity is required in the performance of CPR and medical tasks.

The employee must frequently lift and/or move moderately heavy children. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Good hearing and speaking abilities are required to exchange information in person and on the telephone.

Bending at the waist, kneeling or crouching to assist students.

Lifting and moving students as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Sitting for extended periods of time.

Seeing to read a variety of materials and screening student's health conditions.