

The student health official shall be under the direct supervision of, and maintain a working relationship with, the V.P. of Clinical Operations at Memorial Medical Center, the district administrator, and all personnel of the district.

**Job Objectives:**

1. Provide on-site healthcare services to enrolled students and staff.
2. Care for the emergency health needs of students and staff and maintain emergency health plans.
3. Monitor the ongoing health needs of students with exceptional health conditions.
4. Perform various health screening activities, administer employee immunizations, and provide other preventative health services.
5. Manage student immunization compliance.
6. Collaborate with administrative staff to ensure the school health environment meets or exceeds all applicable state and federal requirements.
7. Manage Medicaid reimbursement for student medications.
8. Provide inservices for staff and serve as educator and consultant.

**Qualifications for Employment:**

1. Maintain basic life support certification for health care providers
2. Knowledge about the control of communicable diseases in accordance with state and local mandates
3. Knowledge of Microsoft Word and Excel programs

**Requisite Competencies:**

1. Ability to perform duties in an independent manner and function with minimal external guidance
2. Commitment to students, staff, and administration; demonstration of a guardian type concern for the health and well-being for all those students entrusted to his/her care
3. Commitment to his/her own professional growth
4. Commitment to maintain confidentiality of health information
5. Ability to communicate clearly, with the skill to receive and provide feedback, both positive and negative, in a mature, professional, and non-judgmental manner
6. Interpersonal skills which allow him/her to relate well during contacts with students, administrative staff, referral agencies, and the general public
7. Ability to manage time effectively
8. Knowledge of universal precautions and the skills to utilize them throughout performance of direct care activities
9. Punctuality and reliability in work attendance
10. Dedication to attend, participate in, and complete all mandatory inservice education and training as required by MMC and state regulations

Initial Adoption: 10/23/17

Final Adoption: 11/20/17

## Responsibilities:

1. Provide medical care to students and staff
  - a. Provide emergency care to students and staff and access EMS as needed
  - b. Manage episodes of minor illness or injury
  - c. Recommend further treatment if needed
  - d. Communicate with medical advisors, health care providers, DPI nurse consultant, families, staff, and administration as needed
2. Maintain log of treatment records
3. Create emergency health plans for students as needed
4. Provide online DPI medication competency information to staff as needed for certification and additional medication administration training as requested such as EpiPens, glucagon, diastat, inhalers, oral medications, or medications given by feeding tube
5. Complete time studies as required by Medicaid
6. Keep records of medication logs; send copy of logs monthly to CESA 10 for Medicaid reimbursement
7. Assess and enforce student immunization compliance in accordance with state law; send legal letters of noncompliance to parents and reports to Public Health and district attorney as required
8. Provide information about student health issues to staff and administration as needed
9. Monitor and track all communicable illnesses; facilitate student's entry into treatment; notify Public Health of reportable illnesses
10. Report to social services department any case of suspected child abuse/neglect
11. Recruit, schedule, supervise, and work with volunteers for fall head lice checks for all grades (annually at the start of the school year), and grades pre-K, K, grade 1 and 2 after Christmas and Easter breaks. Follow-up and monitor positive cases as needed
12. Recruit, schedule, supervise, and work with volunteers and Public Health staff for vision and hearing screening annually for students in recommended grades, and students referred by teachers for screening
13. Contact Public Health for referrals, consultations, or services as needed
14. Participate in IEP meetings as approved by principal or district administrator
15. Maintain standing orders from medical advisor annually for epinephrine, Benadryl, Ibuprofen, and Tylenol administration
16. Keep records of physician orders including scheduled and PRN (as needed) medication orders
17. Provide bloodborne pathogen and Epinephrine inservice annually for employees
18. Monitor and maintain sufficient level of contemporary supplies in a timely and cost-effective manner; purchase needed supplies; ensure OSHA mandated supplies are stocked and available and district staff are informed of the location of these supplies
19. Provide emergency first aid kit for field trips and other off-site activities; advise teachers of any medical information on participating students as requested
20. Assist the athletic director as requested; including facilitating appropriate emergency training (such as CPR)

Initial Adoption: 10/23/17

Final Adoption: 11/20/17