

## **SCHOOL HEALTH CLERK-TYPIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is clerical work of a routine nature which involves non-professional work assisting nurses in providing health services to school students. Incumbents record, process and type health information in several formats and maintain files of such materials. Additionally, they will assist and monitor students seeking health service and assist physicians and nurses in routine health related screenings. Related work may be performed as required. The position differs from that of a Registered Nurse (School) or School Nurse-Teacher since there is no responsibility for classroom instruction, application of professional nursing skills or guidance of students or parents. The position is closely related to a School Health Aide but is distinguished by a significant involvement with clerical processes. The duties are carried out under the supervision of School Nurse-Teachers or Registered Nurses (School). Supervision of others is not a function of the position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Records health conditions of each student on a permanent health record, including dental, visual and hearing tests;  
Prepares and sends letters to parents regarding a variety of matters;  
Maintains and inventories health office equipment and supplies;  
Contacts parents regarding health problems, accidents or related problems as directed by School Nurse;  
Records immunization inoculations of students;  
Consults with School Nurse-Teacher and/or Registered Nurse (School) regarding unusual or difficult problems;  
Prepares and completes a variety of reports and forms;  
Maintains health information files;  
Assists school physician and/or a nurse in physical, visual and auditory screening examinations by setting up facilities, monitoring students and recording of examination observations;  
Administers emergency first aid within school guidelines;  
Follows established school procedures for the care of and the reporting of injuries and illnesses;  
May send notices regarding child guidance clinic to those concerned;  
May provide information from health records to guidance counselors, physicians, insurance carriers, etc. within guidelines established by the school district.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of English; working knowledge of routine health care techniques and their application in a school setting; working knowledge of first aid techniques and skill in their application; ability to operate a standard alphanumeric keyboard\*; ability to make concise oral and written reports concerning health office activities and findings; ability to keep accurate records; ability to follow detailed oral and written instructions; ability to establish and maintain comfortable working relationships with students and others.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma (academic, technical or vocational training or clerical experience may be substituted for schooling on a year-for-year basis), and completion of an approved basic first aid course\*\* and

(over)

1. One (1) year of experience assisting in office work and patient contact services in a health facility, clinic, physician's office or similar setting; or
  2. Completion of any generally recognized curriculum, of a minimum one (1) year certificate program, oriented to medical health care such as: Licensed Practical Nurse, Emergency Medical Technician, Medical Office Assistant, Medical Records Technician.
  3. An Associate's degree or higher in medical healthcare or comparable curriculum.
- \* Candidates will be required to satisfactorily demonstrate proficiency in typing as a condition of the probationary term.
- \*\* Completion of an approved basic first aid course is not a mandatory requirement for original appointment. However, if not done prior to appointment, such course must be completed during the probationary period.