

Job Title:	Certified Medical Assistant	Wage/Hour Status	Hourly
Reports to:	Principal/Director Health Services	Pay Grade:	905
Dept/School:	Health Services	Date Revised:	November 15, 2023

Primary Purpose

The primary purpose of this position is to provide the school nurse support by helping provide health care services and programs to our students and employees.

Qualifications**Education/Certification**

High School Diploma/GED or high education from an accredited institution of higher education
Valid Certification in Basic Life Support (BLS) upon employment, seek and maintain certification in audiometric, vision, scoliosis, and Acanthosis Nigricans screening from the Texas Department of State Health Services
Valid Current Certified Medical Assistant Certificate

Special Knowledge/Skills

- Demonstrate ability to effectively communicate with district employees, parents and students
- Excellent time management skills and ability to multi-task and prioritize work
- Knowledge in word processing, spreadsheets, and patient data management
- Application of the health process in delivery of quality care under the direction of the Registered Nurse to promote each student's optimal level of wellness and educational performance
- Strong organization, communication, and interpersonal skills
- Ability to read, to perform basic arithmetic (carb counts for diabetics, medication administration);
- Ability to communicate effectively verbal and written

Major Responsibilities and Duties

1. Assist to maintain the nurse's office under the direction of the Registered Nurse at the campus/department.
2. Assist the Registered Nurse with examinations and procedures under their supervision.
3. Assist the Registered Nurse in maintenance of records and perform clerical duties.
4. Administer medication in compliance with district policy, procedures, and has been trained by the Registered Nurse and has completed the training as a UAP (medication administration training) and UDCA(Unlicensed Diabetic Care Assistant training) annually.
5. Cover other campuses as needed and directed by the Health Services Department.
6. Clean and disinfect instruments (pulse oximeter, blood pressure cuffs, thermometers, etc.) and dispose of contaminated supplies as per protocols and procedures.
7. Assist with COVID rapid testing and duties assigned by the Registered Nurse and or Health Services Department.
8. Welcome students, answers, or refer inquiries under the direction of the Registered Nurse.
9. Verify student's information by interviewing student, reviewing and/or recording medical history, taking vital signs and confirming purpose of visit/treatment.
10. Maintain student/staff confidentiality and protects operations by keeping student's medical information confidential. Adhere to HIPAA/FERPA confidentiality rules and regulations.
11. Update job knowledge by participating in educational opportunities to maintain current certifications. Stay apprised of the latest trends in school health, e.g., local/state conferences, staff development.
12. Demonstrate ability to maintain performance level under stressful situations. Accept responsibility and complete work assignments as directed by the Registered Nurse and/or Health Services Department.
13. Prepare and maintain treatment rooms for students' examinations and rooms.
14. Participate in the school's Emergency Response Team (ERT).

- 15. Assist the Registered Nurse in performing mandated health screenings as required by the Texas Department of State Health Services, Texas Education Agency, and District policies, i.e., assist in making referrals as necessary.
- 16. Adhere to the district’s safety policies and procedures. Supports the goals and objectives of the school district and follows all district policies.
- 17. Demonstrate regular and prompt attendance.
- 18. Participate in identification and reporting of suspected child abuse.
- 19. Annually review the emergency protocols, to include annual training on EpiPen administration, Stop the Bleed, Seizure First Aid training, medication, and diabetic medication staff training.
- 20. Maintain ongoing communication with the Registered Nurse, Director of Health Services, Principal, and Health Services Department regarding student health problems and related matters.
- 21. Report potential school health/safety hazards to the campus Registered Nurse and Principal.
- 22. Assist the Registered Nurse in maintenance of adequate supplies in the health office.
- 23. Provision of optimal customer service to the students, parents, faculty/staff, visitors, and community members on EPISD campuses and departments.
- 24. Perform other duties as assigned by the Registered Nurse or Director of Health Services.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Prolonged use of computer. Work with frequent interruptions. Ability to perform duties requiring moderate standing, walking/running to medical emergencies, bending, lifting and occasional stair climbing. Occasional district travel. Exposure to communicable diseases, bacterial and viral. Must be able to lift and or carry up to 40 lbs.

Terms of Employment

184 days; salary to be established by the Board of Trustees.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.