

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Class Code: 202701  
Grade: 16  
FLSA: N**

**SCHOOL HEALTH ROOM TECHNICIAN**

**DEFINITION OF CLASS:**

The School Health Room Technician performs para-professional work to provide standard frontline school health room care, first-aid, and care related administrative support within Montgomery County Public Schools (MCPS). Staff may have an assigned school, serve in a “floater” capacity, or be assigned to a special team such as hearing and vision.

**MAJOR DUTIES:**

An employee in this class is responsible for providing a variety of frontline school health room care which includes first aid, emergency care, and administration of medications and treatments in routine and non-routine situations to students (the focus) and staff (emergency situations) at the school of assignment within Montgomery County Public Schools (MCPS). The School Health Room Technician also performs an array of care related administrative work, such as preparing/maintaining student health records, reviewing student emergency information, documenting health room visits, transcribing medication and treatment orders, checking, refilling and distributing first aid kits, sending out health related letters, preparing health-wellness themed bulletin boards and, as pertinent to the position of assignment, referring students to the School Based Health and Wellness Center.

Performance of this work requires knowledge of standard frontline school health room processes, practices and procedures, including but not limited to rules, methods and steps for administering medications, for assisting injured and disabled students with daily living tasks, for operating and providing operator-level checks and services on various medical equipment, such as nebulizers, metered dose inhalers, catheters and Gastronomy tubes (G-tubes); School Health Services (SHS) policies and procedures and MCPS policies and procedures, altogether as pertinent to school health room operations and services at the school of assignment.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Administers standard and emergency first aid care to students, who present themselves to the school health room as either injured or sick, and returns them to the classroom after treatment, or arranges for parent/guardian or other transfer from school in more serious situations; evaluates and prioritizes care, as needed; contacts parents/guardians regarding school health room visits as required by policy.
- May occasionally administer standard or emergency first aid care to staff or visitors.
- Responds to other school locations, such as classrooms, playground, gymnasiums, or parking lots to provide care to sick or injured students.
- Maintains manual and/or computerized daily logs containing student’s name, nature of complaint, care provided and outcome for each health room visit, and documents more detailed information to individual student school health records; prepare accident reports when needed.
- Keeps the delegating School Community Health Nurse (SCHN), Nurse Manager, Administrator, teachers, principal and/or others, as appropriate, informed of unusual health situations.
- Notifies school administrators, secretaries, teachers and other staff of the date and time of health screenings (such as hearing and vision), pulls student’s health records, and assists nurse by setting up screening schedule and/or location (or may administer screening tests as delegated by the SCHN);

notifies the SCHN of any students who fall outside the acceptable range on any screening test; documents results in student's health files; and notifies parents/guardians of screening results.

- Monitors compliance with mandated immunization regulations in school to which assigned and, as appropriate, contacts personnel of other school districts, doctors' offices and/or parents/guardians of new enrollees, including international students, to obtain immunization records and to bring health, immunization, and emergency contact records up to date; refers students in process and catch up series to the SCHN for scheduling due dates for their vaccine schedule.
- Creates and/or reviews health files and related documents such as Health Inventory Forms, dental cards, hearing and vision records, for newly enrolled students, including transfer students; follows appropriate process to notify school nurse of applicable health conditions; follows up on missing health information as needed; assists with the transfer of health files as needed.
- Assists with preparing and updating health related records and logs; prepare and distribute health related memos; file health related records.
- Administers emergency medications, such as epinephrine (by EpiPen) and glucagon (by GlucaPen), Diastat, Albuterol inhalers and nebulizers, Solu-Medrol, or Narcan; ensures proper documentation and follow up notifications.
- Assists disabled students requiring assistance of daily living activities (ADL), such as catheterizations, and Gastrostomy-tube (G-tube) feedings and ostomy bag care; trained in procedures for two person lifts, carry and hoist lifts.
- May assist with and/or evaluate students suspected of drug or alcohol use, pregnancy, and/or demonstrating risky behavior; provides appropriate levels of emotional support, keeping SCHN advised of situation, and referring to the appropriate staff for further evaluation.
- Orders and maintains adequate amounts of first aid supplies, including personal protective equipment.
- Distributes health notices and educational literature to, and discusses health care and personal hygiene with, parents/guardians and students as delegated by SCHN or SHS.
- Monitors (and provides critical oversight of) students who self-test and self-administer medications, such as diabetic students requiring blood glucose testing and/or insulin administration, ketones testing and oversight, and inhalers.
- Cleans and disinfects (at the operator-level) health room, triage room and health room equipment, such as nebulizers, G-tubes, and oxygen tanks.
- Operates and performs operator-level checks and services on various medical equipment, such as nebulizers, pumps for G-tubes, diabetic insulin pumps, continuous glucose monitors, glucometers, and oxygen tanks.
- Collects and records data from medical equipment, notifies parents/guardians and SCHN as needed.
- Reviews medication and treatment orders on the authorization to administer prescribed medication (including emergency medication such as epinephrine), provide medically prescribed treatment, diabetes management plans, and performs delegated tasks including point of care testing.
- Takes note of health hazards and potential health/injury risk areas, such as broken glass, sharp wire, broken pavement, possible allergens and poison plant growth, and notifies appropriate authority to rectify.
- As pertinent to assignment, refers ill or injured students seen in the health room to the School Based Health and Wellness Center to be seen by a medical, mental health or social service provider.
- May serve in a specialized role such as hearing and vision screening, immunization clinics, or work in a larger School Based Health and Wellness Center.
- Attends a variety of trainings.

- Transcribes medication and treatment orders; ensures accurate counts of controlled medications and documentation of medication and treatment care administration; tracks medication and supplies.
- Assists with the preparation for field trips, such as preparing student medication, notifying nurses of staff training needs, etc.
- Prepares or assists with the preparation of mandated reports.
- Performs related duties as required.

**SUPERVISORY CONTROLS:**

Under the clinical oversight of a licensed Registered Nurse (RN), who is normally a School Community Health Nurse (SCHN) in School Health Services (SHS), and who delegates authority to, the School Health Room Technician in accordance with Maryland regulations. A School Health Room Technician may work without direct, on-site supervision; however, there is access to the SCHN, or another RN in SHS (such as the supervisor – a Nurse Manager or a Nurse Administrator), by telephone, pager or other means.

**SUPERVISION EXERCISED:** Employees in this classification do not supervise other positions.

**GUIDELINES:**

Guidelines cover performance of direct care work, care related administrative work, special assignments and other problems/issues. They are provided in such forms as one's CPR/CNA/CMT training, SHS manuals (which include protocols for dealing with sick or injured students), online resources, safety training/universal precautions, user procedures for entering, accessing and using electronic health care information, emergency contact information, student schedule information, the School Health Room Technician calendar of activities, and contact with the delegating SCHN for incident- or student-specific instructions for resolving routine and non-routine (including emergency) school health room problems. Most work requires selection and application of the proper guidance. On a regularly recurring basis, careful attention and judgment are required to decide, within established guidelines and one's delegated authority, whether to send a student back to class, retain him/her in the health room, contact the delegating SCHN immediately, contact a parent/guardian, call emergency 911, etc.

**COMPLEXITY:**

Complexity of the work is characterized by problem solving and by decision making across a broad range of routine and non-routine (including emergency) school health room cases and care. School health room care by the School Health Room Technician involves but is not limited to CNA-level evaluation of illnesses and injuries common to school children at pre-K through high school, attentiveness to behavioral issues, mental health issues, motor issues, autism spectrum disorders, etc., CMT-level administration of medications and treatments (such as blood glucose testing, nebulizer treatments, peak flow monitoring, G-tube feedings, catheterizations and injections) for students with chronic conditions (such as diabetes, asthma and other respiratory diseases). Some work (such as routine health room cases and routine administrative tasks) requires straightforward work planning, problem solving and decision making; most problems and appropriate responses are readily apparent. However, the wide variety of student health conditions confronting the School Health Room Technician, some emergency situations and some care provided to students with chronic conditions (medically or emotionally fragile, developmentally delayed, etc.) or requiring extra care or encouragement, involve consideration of a range of factors, application of a range of health care processes and methods, alertness to side effects, and strong attention to the student population that is highly dependent on care by the

School Health Room Technician alone or in concert with other caregivers. There is need to prioritize cases, and provide care for the most serious cases first. The School Health Room Technician must carefully note presenting indicators, reported circumstances and other pertinent factors, fully and accurately report these variables to the delegating SCHN and then faithfully carry out the resulting instructions.

**SCOPE AND EFFECT:**

Properly performed work results in the provision of appropriate first aid and/or health room care to injured and sick students, leading to their return to the classroom in as short a time as possible, notation on various logs and health files to record health room visits and care provided, and dissemination of health-related information. Recognizing, and taking appropriate action in response to students' health related problems reduces the risk of exacerbating the problem (such as infection) by administering timely first aid treatment, facilitating access to further health services by medical professionals, and reducing prolonged absences away from the classroom.

**CONTACTS:**

Regularly recurring contacts include but are not limited to students and parents/guardians; teachers, administrators and other staff at the school of assignment; the delegating SCHN, other RNs and other co-workers in SHS. In some positions, there is also recurring contact with internal or external partners, such as medical, mental health and social services providers. Purposes of contacts include exchange of routine and non-routine (including emergency) information, such as information pertaining to students' health and health records, compliance with legally required immunizations, and medication authorizations.

**PUBLIC SERVICE /ASSISTANCE:**

Direct care and assistance are provided to students on both an as-needed and on-going basis. As-needed assistance is typically determined through readily apparent physical or behavioral indicators or ascertained through brief sets of questions-answers or administration of brief tests. Assistance is usually of short duration; referral is made to an emergency responder or a higher echelon health care provider for more complex, unusual, or special health needs. On-going assistance is provided to students with longer-term health conditions such as diabetes or disabled students requiring assistance with ADLs.

**HAZARDS:**

The School Health Room Technician is exposed to germs and common communicable diseases (such as colds) of students, other communicable conditions (such as flu) and bodily fluids (such as eye/nasal secretions, saliva, urine, feces, blood and vomit). There is also risk of exposure to various airborne allergens and other irritants. There is work with needles and other sharps. There is possible exposure to such serious diseases as hepatitis and HIV/AIDS. Safety precautions employed include proper hand washing and disinfectant use, cleaning of cots, countertops and other surfaces, current vaccinations, and use of personal protective equipment, such as gloves, a mask and a lab coat. Work may involve some risk resulting from exposure to persons manifesting aggressive and unpredictable behavior.

**WORK ENVIRONMENT:**

The work is normally performed in a school health room environment, and requires staff to respond to other locations on the school campus such as classrooms, gymnasiums, cafeterias, hallways, stairwells,

school grounds, athletic fields, playgrounds and parking lots. Some school facilities include a clinic in addition to the standard school health room.

**PHYSICAL DEMANDS:**

The work involves sitting at a computer console and keyboarding, moving about, lifting, carrying, supporting, pushing, pulling, adjusting and otherwise moving equipment or persons requiring force in the range of 50 to 100 pounds or more, and other physical demands typical of workers in general health care delivery and health care office work situations such as frequent sitting, standing, and crouching.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

**Experience:** One (1) year of experience working in a position that involved care of, or services to, children or adolescents.

**Equivalency:** None

**Knowledge, Skills, and Abilities:*****Thorough Knowledge of:***

- Knowledge of nursing medication administration, first aid and CPR.
- Knowledge of SHS policies and procedures, and knowledge of MCPS policies and procedures as they pertain to school health room operations and services at the school of assignment.

***Skill In:***

- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include organizing one's day and acting or reacting consistent with events, which must be quickly and correctly prioritized consistent with guidelines; filing alpha-numerically; adding, subtracting, dividing and multiplying, and in some cases using decimals and fractions, to identify, verify and report counts (in supplies, reports, medication orders, etc.).
- Skill in administering prescribed medications as ordered by the student's physician and delegated by the SCHN and notifying parents when supply is low; administering emergency medications, such as epinephrine, glucagon, diazepam, injectable solu-medrol, albuterol inhalers and nebulizers and Narcan.
- Skill in assisting disabled students by performing urinary catheterizations and G-tube feedings.
- Skill in maintaining adequate amounts of first aid and health room supplies.
- Skill in distributing health notices and educational literature to, and discussing health care and personal hygiene with, parents and students as delegated by the SCHN or SHS; and reviewing immunization records and preparing and updating health files and medication records.
- Skill in oral communication to understand verbal information (including instructions, descriptions and ideas), and to express such information verbally to diverse audiences so they will understand. This includes skill in questioning students about illness/injuries and giving them clear, complete and concise instructions, and speaking with parents and school personnel about school health room services provided.

- Skill in written communication to understand written information (including instructions, descriptions and ideas), and to express such information in writing so that others will understand. This includes but is not limited to reading comprehension to understand comprehensive manuals/workbooks on health related topics such as First Aid, CPR, and Automated External Defibrillator, as well as SHS Health Manuals, online resources, other documents and various substantive/procedural materials. Writing examples include completing student records and health room activity reports.
- Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner by establishing and maintaining effective working relationships and working in harmony with supervisors and school administrators, co-workers, students and parents/guardians. One example is effectively encouraging young students in self-treatment.
- Skill in using a computer and modern office software (such as MS Office) to plan, schedule and communicate (as in Outlook), do light word processing, prepare spreadsheets, etc., as well as skill in specialized software to maintain records and use various specialized databases.
- Skill in finger manipulation, hand-arm manipulation, hand-arm steadiness and eye-hand coordination to use applicators and various hand-held devices in providing care, and ability to position self and exert up to 50 pounds of force or more to lift and position or support children for treatment and assistance.

***Ability to:***

- Ability to learn the scope of practice for certified nursing assistant and certified medical technician functions, in order to serve as a Certified Nursing Assistant (CNA) and Certified Medication Technician (CMT) and perform the full range of routine and non-routine School Health Room Technician functions.
- Ability to work as a team member (with the SCHN, MCPS staff and others) to provide excellent customer service.
- Ability to safely operate and maintain, at the operator level, all school health room equipment and durable medical goods.
- Ability and willingness to wear personal protective equipment (such as gloves, masks, face shields, goggles, surgical gowns, and/or lab coats) and to follow well-established precautions (such as proper hand washing and disinfectant use, and cleaning) to minimize or mitigate health risks/hazards to self and others.
- Ability and willingness to provide emergency care and to execute all authorized emergency procedures, such as CPR, AED use, Narcan, Stop the Bleed, and student's prescribed emergency medications and treatment.
- Ability and willingness to acquire/improve one's demographic/cultural competence to better serve students of different ages and cultural/socio-economic backgrounds.
- Ability to independently move objects weighing up to 50 pounds.

**Licenses, Registrations, Certifications, or Special Requirements:**

Within forty-five (45) days of County employment (or within one hundred eighty (180) days for temporary employees who have successfully completed County training, or as otherwise specified by SHS): possession of current certifications in CPR, First Aid, Certified Nursing Assistant (CNA) (Maryland) and Certified Medication Technician (CMT) (Maryland). All certifications must be maintained. Completes all mandatory trainings, including recertification activities.

Note: There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**BARGAINING STATUS:** Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

**MEDICAL PROTOCOL:**

Core Exam.

**PROMOTION POTENTIAL:**

N/A

**CLASS SPECIFICATION HISTORY:**

**Class Established:** January 1979

**Revised:** October 1981

March 1984

July 1989

**Classification Study:** October 1991 (M)

October 1993

March 1996

Classification Study: October 2002 (M)

April 2010

September 2012

Classification Study: February 2014 (M)

October 2014

Classification Study\*: December 2023 (M)

Formerly Titled: "Health Room Technician I"; "School Health Room Aide I"

\*Formerly Titled: "School Health Room Technician I" and "School Health Room Technician II."