

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

**Code No. 202702
Grade 15**

SCHOOL HEALTH ROOM TECHNICIAN I

DEFINITION OF CLASS:

The School Health Room Technician I provides standard frontline school health room care to include first aide, 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); a licensed Registered Nurse (RN), who is normally a School Community Health Nurse (SCHN) in School Health Services (SHS) delegates authority to, and provides clinical oversight of, the School Health Room Technician I in accordance with Maryland regulations. The School Health Room Technician I 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); SHS policies and procedures and MCPS policies and procedures, altogether as pertinent to school health room operations and services at the school of assignment.

The work requires Certified Nursing Assistant (CNA) and Certified Medication Technician (CMT) designations by the State of Maryland, First Aid certification and Cardiopulmonary Resuscitation (CPR) certification, including an overview to Automated External Defibrillator (AED). Regularly recurring contacts include but are not limited to students and parents; 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. Direct care and assistance are provided to students on an as-needed basis, 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.

Under the clinical oversight of the delegating SCHN, the School Health Room Technician I 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.

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, call emergency 911, etc. Complexity of the work is characterized by these types of factors, 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 I 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 I, 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 I 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 I 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. Properly performed work results in the provision of appropriate first aid and/or health room care to injured and sick students, 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. The School Health Room Technician I 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. 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 30 to 50 pounds or more, and other physical demands typical of workers in general health care delivery and health care office work situations.

EXAMPLES OF DUTIES: (Illustrative Only)

- Administers standard 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 parental or other transfer from school in more serious situations.
- Maintains manual and/or computerized daily logs such as containing student's name, nature of complaint, and care provided for each health room visit, and documents more detailed information to individual student school health records.
- Keeps the delegating SCHN, teachers, principal and others, as appropriate, informed of unusual health situations.
- Reminds teachers 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 (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 of screening results.
- Monitors compliance with immunization regulations in school to which assigned and, as appropriate, contacts personnel of other school districts, doctors' offices and/or parents of new enrollees to obtain immunization records and to bring health, immunization, and emergency contact records up to date.
- Administers emergency medications, such as epinephrine (by EpiPen) and glucogan (by GlucaPen).
- Assists disabled students requiring assistance of daily living activities (ADL), such as toileting, by helping them move from wheelchair to toilet seat and back, urinary catheterizations, and Gastrostomy-tube (G-tube) feedings.
- Orders and maintains adequate amounts of first aid supplies.
- Distributes health notices and educational literature to, and discusses health care and personal hygiene with, parents 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.
- Cleans and disinfects (at the operator-level) health 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, G-tubes, and oxygen tanks.
- Incidentally, 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.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn the scope of practice for nursing assistant functions, including knowledge of nursing medication administration, first aid and CPR, knowledge of SHS policies and procedures, and knowledge of MCPS policies and procedures as they are pertinent to school health room operations and services at the school of assignment, altogether 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 I functions.

- 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.); 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 (by EpiPen) and glucagon (by GlucaPen); assisting disabled students by performing urinary catheterizations and G-tube feedings; maintaining adequate amounts of first aid and health room supplies; 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 the American Red Cross manuals of Standard First Aid and CPR, SHS Health Manuals used, 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. 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 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.
- Ability and willingness to wear personal protective equipment (such as gloves, a mask and a lab coat) 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.
- Ability and willingness to acquire/improve one's demographic/cultural competence to better serve

students of different ages and cultural/socio-economic backgrounds.

MINIMUM QUALIFICATIONS:

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

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

Equivalency: None.

Physical Ability: Ability to independently move objects weighing up to 50 pounds.

LICENSE:

- 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.

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.

MEDICAL EXAM PROTOCOL: Core Exam.

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

Formerly Titled: “Health Room Technician I”; “School Health Room Aide I”