

HEALTH AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is non-professional work assisting physicians and nurses in providing a variety of health services to public school students. Incumbents perform routine health related absence screening duties and maintain records of pupil health examination programs. The position differs from that of a Registered Professional 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 duties are carried out under the direct supervision of School Nurse-Teachers or Registered Professional Nurses (School). Incumbents may also assist in the administration of compulsory education and related laws pertaining to things such as issuance of working papers, athletic physical examinations and insurance records. Supervision of others is not a function of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists school physician and/or a nurse in physical, visual and auditory screening examinations of students and employees;

Administers emergency first aid when necessary;

Follows established school procedures for care and reporting of injuries and illnesses;

Maintains cumulative health files for students;

Prepares hearing, eyesight and medical reports for transmission to parents;

Stores and inventories health office equipment;

Processes and files accident reports and insurance claims;

Telephones parents regarding health problems, accidents or related problems;

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Aids with immunization clinics by recording inoculations, preparing students and keeping order;

Consults with School Nurse-Teacher and/or Registered Professional Nurse (School) regarding unusual or difficult problems;

May, upon occasion, transport sick children home;

May discuss health records with guidance counselors, physicians, insurance carriers, etc;

Assists school authorities in verifying and acting upon health related and other attendance problems;

Performs miscellaneous clerical work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of routine health care techniques and their application in a school setting; working knowledge of office terminology and procedures; working knowledge of first aid techniques and skill in their application; 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; ability to write legibly; and clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Two years of experience assisting in office work and/or patient-contract services in a health facility, clinic school health office, physician's office or similar setting and completion of an approved basic first aid course or certification as an Emergency Medical Technician.
- (B) Possession of a license to practice as a Licensed Practical Nurse in New York State and one (1) year of the experience listed in (A) above; or

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- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Study in a nursing program approved by the State Education Department may be substituted for the above experience on a year-for-year basis.

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Last Reviewed:

Jurisdictional Class: Non-Competitive

Public Hearing: Yes

NYS Civil Service Commission Approval: Yes

Retyped into Microsoft Word on 6/4/04
Revised and Replaced Classplan: 2/9/2023