

DACUM Competency Profile for The School Health Clerk

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The School Health Clerk is a member of the multidisciplinary team, under the guidance of the school nurse and/or the direct supervision of the school administration, manages and performs various health services and clerical duties for the purpose of improving and maintaining optimal student health.

Duties		Tasks			
A	Provide Student Care	A-1 Perform assessment of immediate student needs	A-2 Administer first aid as needed	A-3 Monitor response to care	A-4 Notify caretaker and appropriate school personnel of intervention
		A-5 Provide psychosocial support	A-6 Monitor nutritional status	A-7 Refer to appropriate multidisciplinary team member as necessary	
B	Assist/ Administer/ Monitor Treatments	B-1 Perform peak flow measurement	B-2 Assist/administer Respiratory Therapy	B-3 Assist with Glucose/Ketones monitoring	B-4 Assist/troubleshoot urinary drainage devices
		B-5 Administer/assist gastrostomy tube feedings			
C	Administer Medications	C-1 Maintain updated Medication List/Permission Forms	C-2 Maintain security of medications	C-3 Maintain student medication inventory	C-4 Monitor student medication compliance
		C-5 Monitor student self-administration of insulin	C-6 Assist/administer oral medications	C-7 Assist/administer eye drops	C-8 Assist/administer Epipen
		C-9 Monitor student response to medication	C-10 Preparation of medications of field trips		
D	Maintain Health Office	D-1 Opening Health Office for school session	D-2 Maintain student log	D-3 Maintain comfortable and hygienic environment	D-4 Maintain student "Emergency Card"
		D-5 Maintain student health problem list	D-6 Inventory and order supplies	D-7 Organize/maintain filing system for health records	D-8 Coordinate health screening exams
		D-9 Maintain Health Policies and Procedures Manual	D-10 Dispose bio-hazardous waste	D-11 Participate in disaster preparedness	D-12 Maintain emergency card for school staff
		D-13 Solicit health related supplies	D-14 Close school health office at end of school term		

E

Monitor Communicable Diseases

E-1 Check for communicable diseases	E-2 Document/maintain Calif. School immunization record	E-3 Maintain a "tickler file"	E-4 Send parent/guardian "notification letters"
E-5 Send parent/guardian exclusion letter if non-compliant			

F

Maintain Student Documents

F-1 Record care given to student	F-2 Record medications given to student	F-3 Record height & weight as needed	F-4 Record color vision screening
F-5 Record visual screening	F-6 Record scoliosis screening	F-7 Record audio/hearing screening	F-8 Record dental screening

G

Compile Data and Develop Reports

G-1 Complete child abuse reports	G-2 Complete accident reports	G-3 Complete "kindergarten" report	G-4 Complete tuberculosis report
G-5 Complete CHDP report	G-6 Complete state mandated hearing report	G-7 Complete report for scoliosis	G-8 Document for Medi-Cal billing
G-9 Document report dental screenings			

H

Maintain Professional Responsibilities

H-1 Maintain CPR certification	H-2 Maintain First Aid certification	H-3 Maintain current TB test status	H-4 Maintain personal hygiene and professional appearance
H-5 Maintain currency of immunization status	H-6 Perform within legal and ethical boundaries	H-7 Maintain professional network	H-8 Supervise work experience students
H-9 Participate in continuing education			

Knowledge & Skills

- Basic anatomy
- Basic body mechanics
- Basic computer knowledge
- Basic growth and development
- Basic math skills
- Bi-lingual
- Charting
- Child health and safety
- Correspondence Etiquette
- CPR
- Critical thinking
- Cultural awareness - diversity
- Disaster preparedness
- Filing skills
- First Aid
- Handling Hazardous materials
- Health issues around basic physical & sexual development
- Immunization requirements
- Infection control
- Interpret physician orders
- Knowledge of meds & their side affects
- Medical terminology
- Operating office machines
- Organizational skills
- OSHA requirements
- Patient rights
- Penmanship skills
- Restrictions in reference to treatment
- Safety measures
- Stress Management skills
- Teaching skills to parents/teachers & children
- Telephone Etiquette
- Universal precautions
- Verbal skills
- Vital signs
- Wound care
- Written skills

Tools, Equipment, Supplies and Materials

- Blankets
- Cabinet for medications w/lock
- Catheters
- Clothes (extra)
- Computer
- Container for sharps
- Copy machine
- CPR mouth shields
- Crutches
- Dictionary - medical
- Educational Materials
- Emesis basin
- EpiPen
- Eye glass repair kit
- Eye-wash irrigating device
- FAX machine

- First Aid supplies
- Flashlights
- Forms (standardized)
- Glucose monitoring devices
- Gooseneck lamp
- Hot packs/heat pads
- Ice packs
- Insulin syringe
- Ketone sticks
- Latex gloves
- Magnifying glass
- Meters - peak flow & guidelines
- Nail clippers
- Nebulizer
- Office supplies
- Oxygen storage, operating techniques
- Paper protectors for pillows
- Pillows/paper head sheets
- Pump - for continuous insulin
- Refrigerator
- Sanitary napkins
- Scale
- Slings
- Sphygmomanometer
- Splints/Temp.
- Stamp for date/time
- Stethoscope
- Stretchers
- Telephone
- Thermometer
- Tweezers
- Walky-talky
- Wax for dental braces
- Wheel chairs

Trends & Issues

- Increase in liability
- Increase in protocol/scope of practice
- Increase in student health issues due to family fragmentation
- Increase risk of communicable disease infections
- Increased educational needs/ technology
- Increased exposure to violence
- Increased salary/benefits
- Increased staffing hours
- Increased violence in schools
- Mandatory certification
- More computerized record keeping
- Multi-lingual
- Recognition/clarification of job title

Worker Characteristics

- Ability to deal with interruptions & distractions
- Attention to detail
- Collaborative
- Compassion

- Confidentiality
- Conscientious
- Courteous
- Diplomatic
- Flexibility - work schedule/ duties
- Independent worker
- Like children/young adults
- Maintain neat appearance
- Manual dexterity
- Motivated
- Patience/Kindness
- Physically adept - Hearing/ sight/mentallity
- Professionalism
- Self starter
- Sense of Humor
- Sensitive to parent/care taker needs
- Tactful
- Team player
- Time management
- Willingness to learn

