

Aledo ISD Job Description

Campus

Clinical Medical Assistant - (CMA)

Rev. 5/17/2023

Reports to: Campus Administrator

Primary Purpose:

Implement district school health program and provide direct services to meet the needs of the students and staff under the clinical supervision of the school health coordinator or school nurse (RN).

Qualifications:

Education/Certification:

High School diploma or GED
Certified Medical Assistant (CMA)

Special Knowledge/Skills:

Knowledge of basic first aid and cardiopulmonary resuscitation (CPR)
Strong organizational, communication, and interpersonal skills
Proficient keyboarding and file maintenance skills
Ability to use personal computer and software to develop databases and do word processing
Ability to communicate effectively (verbal and written)

Experience:

Preferred: one year experience in health-related position, including contact with school-age children

Major Responsibilities and Duties:

Health Services

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the Lead Nurse (RN).
2. Provide direct care utilizing school health protocols and care plans established by the school nurse (RN) or medical advisor.
3. Administer medication to students according to board policy and district procedures; maintain accurate log of medications dispensed.
4. Take vital signs (temperature, pulse, respiration rate, and blood pressure). Communicate findings to supervising school health staff for direction.
5. Assist with screening activities including measuring height and weight, testing vision and hearing, and examining spinal cord and scalp.
6. Contact parents of students who need to be picked up from school according to established school health services protocols or as directed by the Lead Nurse (RN).

Safety

7. Use Universal Precautions Procedures when cleaning all body spills and providing wound care.
8. Keep health clinics clean and sanitary.

Clerical

9. Record information accurately on student health records or report to Lead Nurse for charting.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.

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11. Prepare correspondence, reports, and records using personal computer.
12. Maintain a daily log of health office activities, including reportable accidents, communicable disease data, and referrals to Lead Nurse (RN).
13. Maintain clinic supply inventory and request supplies as needed.

Compliance

14. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
15. Comply with all district and campus routines and regulations.
16. Maintain confidentiality.
17. The Supervisor or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable job function and pay grade.

Supervisory Responsibilities:

None

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

*Adapted from School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, June 2002.

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.

Employee Signature

Date

Supervisor Signature

Date