



EMPLOYEE NAME: _____

Revised: 5/07; 1/08; 9/08; 8/11; 10/12; 10/13; 11/15; 6/18; 8/23

JOB DESCRIPTION

POSITION TITLE: Clinic Substitute, Unlicensed	JOB CODE: SUB3
DIVISION: Chief of Staff	SALARY SCHEDULE: N/A
DEPARTMENT: Student Support	WORKDAYS: N/A
REPORTS TO: Principal and Asst. Director Student Support – District School Nurse Administrator	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides appropriate health care services for students in the school clinic; under the general supervision of the principal, in the absence of the school nurse, in collaboration with the Consulting Nurse/Nursing Supervisor for nursing support.	

REQUIREMENTS:

1.	Educational Level: High school diploma or GED and CNA, MA, EMT certification required or graduate nurse or nurse without a current Georgia license
2.	Certification/License Required: Must successfully complete the CCSD training course and pass all written tests
3.	Experience: Minimum of one year health related experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to maintain a positive working relationship with school personnel, students, and families; record keeping and organizational abilities; interpersonal skills essential for overseeing clinic

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Presents professional and well-groomed appearance according to District Dress Code.
3.	Attends mandatory Clinic Substitute Training and updates training as needed.
4.	Performs duties and responsibilities in accordance with applicable school clinic guidelines, cooperates with other school and system staff in determining appropriate care including emergency situations, and maintains accurate documentation of clinic services including medication administration and demonstrates ethical and professional behavior, including maintenance of confidentiality at all times.
5.	Uses and instructs students and staff in standard precautions at all times.
6.	Assists with and documents medications to students according to approved clinic policies, procedures, protocols, and physician directions with appropriate documented records.
7.	Performs appropriate health care procedures from orders written by a licensed physician.
8.	Provides privacy, a caring environment, and displays and models respect towards students and others and communicates clear behavior expectations in the clinic to students and staff.
9.	Identifies and manages individuals with suspected infectious illnesses and helps prevent transmission to others through exclusion and education; reports required information to the Consulting Nurse.
10.	Uses Clinic Substitute Folder, New Nurse/Clinic Substitute Training Manual and other appropriate resource materials efficiently and effectively.
11.	Communicates and collaborates with school personnel, nursing administration, students and families in a professional manner and with appropriate frequency about school health issues.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____