

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Specialized Physical Health Care (SPHC) Assistant

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To provide specialized physical health care services to severely medically disabled special education students; to maintain records documenting the provision of health care procedures; to assist designated staff members in appropriate specialized health care procedures

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The class of Specialized Physical Health Care (SPHC) Assistant assists assigned nurses and other certificated personnel to meet the specialized physical health care needs of designated students. Employees in this class receive general supervision within a well-defined framework of policies and procedures. An employee in this class will be specifically assigned to one student.

Employees in this class perform such functions as gastrostomy tube procedures, oral feedings, tracheostomy procedures, and other specialized procedures in accordance with medical procedures and clearly defined instructions. This class requires specialized training in designated procedures as well as a high degree of positive contact with special education students and certificated personnel.

ESSENTIAL/TYPICAL DUTIES

Performs specialized physical healthcare-related protocols and administers medications as assigned by the school nurse, including the following:

- gastrostomy tube procedures
- oral feeding
- tracheostomy procedures
- cleaning intermittent catheterization
- oxygen administration
- oral/nasal suctioning
- blood glucose testing

Maintains records on physical care services provided and procedures performed; charts feeding, suctioning, and medication administered on a daily basis

Assists severely physically handicapped students with personal hygiene functions including toileting, diapering, eating, dressing, and other self-help skills

Monitors inventory of appropriate materials and supplies needed to administer specialized health care procedures; ensures adequate supply levels are maintained and checks equipment periodically for proper functioning and to ensure sanitary standards are met

In the absence of the assigned student, assists in the supervision and monitoring of student(s) in the classroom, during recess, on field trips, etc. as assigned

Assists in physically positioning and/or transferring/lifting student(s) as required; lifts, turns, and moves students from place to place

Accompanies assigned student during transportation to and from school in order to perform the prescribed health related procedures and protocols

Assists in the supervision and monitoring of student(s) to maintain effective learning and /or safe play/recreational environments; notes behavioral and other problems observed; reinforces designated discipline management program as appropriate

For a student requiring direct continuous monitoring, as determined by credentialed school nurse, maintains immediate visual and physical proximity of assigned student

Performs kneeling, stooping, standing, and lifting activities in the performance of required daily activities

Perform related duties as assigned.

EMPLOYMENT STANDARDS

Possession of:

Cardiopulmonary (CPR) certification

Knowledge of:

Proper English usage, spelling, grammar, and punctuation

Basic concepts of child development and behavior

The unique needs of exceptional children

Effective record-keeping practices and procedures

Basic academic subjects/developmental activities taught/practiced in assigned instructional unit

Ability to:

Learn, strictly follow, and accurately perform specialized physical health care procedures to severely medically disabled students including gastronomy tube feedings, tracheostomy suctioning, and other specialized procedures as required and in accordance with medical orders

Learn, strictly follow, and effectively apply medication administration requirements and procedures

Understand the needs of the special education students with medical conditions and effectively relate and respond to these needs

Understand and follow both oral and written instructions

Effectively communicate in both oral and written forms

Assist severely handicapped students with personal activities of daily living including toileting, diapering, eating, dressing and other self-help skills

Establish and maintain a variety of records and files related to the provision of specialized health care procedures, health-related protocols and administration of medications

Exercise tact, diplomacy, and good judgment in dealing with special education students with severe medical disabilities

Maintain and monitor designated equipment and supplies needed for physical health care procedures in a sanitary and effective manner

Take appropriate action in response to emergency situations according to established procedures/protocols and emergency medical guidelines

Operate standard office equipment

Meet the physical requirements necessary to safely and effectively perform required duties including lifting and positioning students

Establish and maintain effective work relationships with those contacted in the performance of required duties.

May require the ability to:

Speak, read, and/or write in another language other than English.

Requires:

Passing a pre-employment physical examination related to job duties/assignments and in accordance with applicable law, statutes, bargaining unit agreements, and merit system rules.

TRAINING AND EXPERIENCE:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way of demonstrating these qualifications would be:

- Two years experience providing services to severely medically disabled persons including one year working with or serving individuals with exceptional needs or behavioral deficits, and graduation from high school or equivalent.
- Graduation from high school or equivalent. Completion of 30 college semester units which include course work directly related to the job, such as behavior management,

psychology, child care, child growth and development may substitute for six months of the required experience.

BARGAINING UNIT: Aides Unit

PHYSICAL DEMANDS:

- Frequently (34-66%): smell and reach above shoulders
- Continuously (67-100%): bend, twist, push, pull, climb, squat, crawl and kneel
- Frequently (34-66%): employ the use of the Hoyer Lift to elevate up to 120 lbs. from floor to chest height
- Frequently (34-66%): lift 40-50 lbs. to waist height
- Frequently (34-66%): sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and lift up to 50 lbs.
- Continuously (67-100%): use hands to finger, handle or fell objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone); and lift (up to 40 lbs.).

WORKING ENVIRONMENT:

- Approximately 95% of the time performing job duties is spent indoors, within a specialized classroom environment.
- While performing the duties of this job, constantly exposed to risk of trip and fall (over wheelchairs, walkers, IV stands, Hoyer lifts, crutches, etc.)
- Noise level in the work environment is usually moderate. Approximately 30 minutes each day is spent at bus loading area where noise is extremely shrill and loud.
- The temperature of the work environment is moderate and ranges from 65 – 80 degrees.

MACHINES, TOOLS AND EQUIPMENT:

- Seldom (1-5%): automobile
- Occasionally (6-33%): copier, fax and computer
- Frequently (34-66%): writing instruments and telephone
- Frequently (34-66%): hand-crank Hoyer lift, IV stands and tubes for feeding and medication

TRAVEL:

- This job class requires minimal routine travel within close proximity to the regular assigned work location.