

**2009 JOB RESPONSIBILITIES  
CENTER FOR TALENTED YOUTH  
HEALTH ASSISTANT**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; to contribute positively to a living and learning community, to ensure students' physical and emotional safety; to uphold the *Honor Code* and enforce site rules; and to perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The health assistant is responsible for providing assistance in the health office and is specifically responsible for accompanying students on medical appointments. If the health office is quiet, the health assistant provides assistance in the site office or in the residential program as requested by the site director. The health assistant is **not** responsible for providing medical diagnosis and treatment other than basic first aid; that responsibility rests solely with the health care professionals at the site and in the local community.

The health assistant is a member of the site administration. All members of the site administration are expected to:

1. Work together as a team, keeping overall program goals in sight while managing a range of details.
2. Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
3. Anticipate and prevent potential problems.
4. Communicate promptly, clearly, and sensitively with other administrators, staff, students, parents, and the host institution.
5. Help the academic and residential programs work in harmony with each other.
6. Model professionalism.

**Supervision**

The health assistant is supervised directly by the site director and the site nurse (when applicable), and indirectly by the site's program manager and assistant program manager.

**Work Schedule**

**At residential program sites**, health assistants carry out their responsibilities primarily during the daytime and early evenings; however, they are expected to be available on call 24 hours a day on a rotating basis in order to help the residential and administrative staff with the logistical and administrative tasks in emergency situation. Health assistants are required to work weekends. Health assistants have one day off per session, which must be approved by and coordinated with the site director.

**At day program sites**, the health assistant is available on Registration Sunday and full time Monday-Friday. The exact schedule may vary from site to site and is determined by the site director in conjunction with the site program manager.

Additional job responsibilities of the health assistant include but are not limited to:

**Before Arriving at the Site:**

7. Familiarize yourself with the summer program catalog and any other program materials.
8. Carefully read the *Health Staff Binder* to familiarize yourself with the CTY expectations for health care at the site.
9. Complete any required pre-summer training, including any online training courses, before reporting to the site.

**Before Instructional and Residential Staff Arrive:**

10. Arrive at the site on the date specified in your employment agreement to assist the administrative team with set-up and planning. Duties during this time include assisting with the general administrative tasks involved in setting up the site.
11. Set up the health office and make sure all necessary information is entered into the medical database.
12. Assist the site nurse and/or academic counselor with reviewing student medical forms and with contacting parents of children with missing or incomplete forms in order to remind them to bring the forms to the site on opening day. Assist with the creation of a list of students with medical issues that require special care or monitoring or supervision.
13. Check with the site director about preparing a presentation on health office procedures for staff orientation. Prepare the presentation if requested.

**Before Students Arrive:**

14. Attend all sessions of staff orientation and make presentations as requested.
15. Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect among summer staff, host institution staff, and full-time CTY staff throughout the program.

**Opening Day through Closing Day:**

16. Be present at the medical table on opening day (the first Sunday of each session) to collect prescription and over-the-counter medications, answer questions from parents, and collect completed medical forms.
17. Work a schedule as determined by the site director. Schedules will vary according to the needs of the program.
18. Attend staff meetings as requested by the site director.
19. Work closely with the site nurse and academic counselor throughout the session.
20. Dispense prescription and over-the-counter medications according to authorizations on the

student medical forms and standing orders. Maintain documentation according to the *Health Staff Binder* and protocols established by the site nurse or other site administrators. At the end of each scheduled dosage time, track down all students who missed their required medications. Bring to the attention of site administrators students who repeatedly neglect to show up for their medications.

21. **(Residential sites only)** Accompany students on visits to health care providers on and off campus, whether for scheduled appointments or for urgent care. This often involves driving students to the health care facility in site-rented vehicles varying from passenger cars to 8-passenger vans.
  - a. Communicate the health care provider's instructions to the nurse, dean of residential life, site director, and the student's RA; at the request of the site director, phone the student's parents to inform them of any medical issues.
22. **(Residential sites only)** If needed, supervise students who must spend the night in the site health office.
23. **(Residential sites only)** In cooperation with the site director, the dean of residential life, and the site nurse, maintain a system for scheduling students' medical appointments and for ensuring they get to their appointments on time.
24. Accurately log records of all student medical situations, distribution of all student medications, student trips to health care providers, and phone calls to parents in the medical database. (Depending on the site this may also include a hand-written log.) Complete a *Concern/Incident/Medical Report* as needed. (All records and notes pertaining to student health care will be held on a confidential basis in the Summer Academic Programs office in Baltimore.)
25. In cooperation with the site director, the academic dean, and the site nurse, develop and maintain a system for notifying instructors when students must be absent from class for medical reasons.
26. Develop strategies for establishing rapport with the students and provide emotional support when needed.
27. As requested by the site director, provide assistance in the office or in the residential program. This could include covering telephones, especially during meal times, running errands, picking up attendance sheets from instructors, typing, filing, photocopying, picking up and sorting mail, or running activities.
28. On closing day assist the site administration as requested. Responsibilities may include returning medications that students brought to the site and assisting with airport shuttles.

#### **After Students Depart:**

29. Inventory all medical supplies to be stored at the site.
30. Assist with the packing of the medical supplies and other site materials to be stored.
31. Finalize student medical records. Print a summary from the medical database for each student (including those for students who never visited the health office) and file the summary in the

individual student files. Save electronic copies of medical information onto a data storage device for the site program manager or assistant program manager, and delete all medical records from the health office computer(s).

32. By **September 1**, in cooperation with the site nurse if applicable, submit to the site program manager or assistant program manager a written report on the health care at the site. This report should include:
  - a. The inventory list of all medical supplies stored at the site, as well as what supplies to order for next summer.
  - b. A review of the health assistant's role and activities during the summer with suggestions for new health assistants or reminders for returning health assistants.
  - c. Copies of schedules, memos, lists, and any other documents that would be useful
    - i. as guides for future health assistants.
  - d. Any concerns the health assistant may have about health care arrangements for
    - i. students at the site, and any suggestions for improvement.
  - e. See the Health Staff Site Report in the Health Staff Binder for a complete list of items to cover in your site report.
33. Be sure that the program manager or assistant program manager for your site has an address, telephone number, and email address where you can be reached during the upcoming academic year.