

SAMPLE INTERVIEW QUESTIONS SCHOOL OFFICE CLERK

1. Describe the clerical tasks that you performed in your last position.
2. A Clerk answers phones and receives messages. Many times a person in this position must be able to distinguish between emergencies and non-emergencies and handle each appropriately. Tell us about your related experience in past positions.

Suppose your supervisor was in a meeting and asked not to be disturbed. A caller claims that it is an emergency and demands to speak to him/her. What would you do?
3. A Clerk must log in information and maintain records. Tell us about your experience that relates to these duties.
4. A Clerk enters data into a computer terminal. Describe for us your experience that relates to this duty.

Describe for us your word processing experience.
5. Suppose a supervisor has left you instructions to complete a memo for distribution throughout the district. You have difficulty reading his/her handwriting. What would you do?
6. How have you handled situations in the past when you were unable to answer questions posed to you by citizens, students and/or customers? What did you do when they got angry?
7. Describe for us your experience working with parents who are not fluent in English. How would you handle a situation when you did not speak the parent's primary language?
8. Describe for us your experience making mathematical calculations and postings to records.
9. Tell us about your experience receiving, storing, and distributing supplies and materials.
10. A Clerk may sort the mail and operate a postage meter. Describe your related experience.
11. Suppose you have one particular teacher who gives you work to do that you know is not in your job description. You tell her you can't do the work, but she says that the previous Clerk always did it. What would you do?
12. Suppose you have a student who wants to spend all class breaks and lunch periods in the office talking to you. The student even stays after school to talk to you. What would you do?
13. Suppose the school secretary is out sick, and the Principal is at a district meeting. An angry parent comes in with accusations about one of the teachers. He is very loud and demanding. What would you do?

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miss any of these test questions updated medication administration chapter includes medication safety expansion of discussion on client rights the basic six rights of medication administration and routes of medication administration chapter review problems and answer key tests all major topics presented

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learn created by terms in this set 47 1 a nurse knows that patient education has been effective when the patient states a i must take my parenteral medication with food b if i am 30 minutes late taking my medication i should skip that dose c i will rotate the location where i give myself injections d

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study with quizlet and memorize flashcards containing terms like a client is nauseated has been vomiting for several hours and needs to receive an antiemetic anti nausea medication which of the following is accurate

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oct 22 2023 1 148 flashcards learn test match created by kansasrae professor amanda cabaniss terms in this set 148 administration of medication is a shared responsibility between the prescriber the pharmacist the nurse written orders are a permanent legal record who is accountable for mistakes it is a shared legal responsibility

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study with quizlet and memorize flashcards containing terms like list the five rights of medication administration before you enter the patient s room to administer medications what are 3 items you should check to help ensure safe medication

administration to your patient if you have an order to give medication via intramuscular route

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basic medication administration exam lpn lvn bmae lpn lvn study guide page 1 of 2 copyright statement updated 201 2 review correct procedure and precautions for the following routes of administration ear drops enteral feeding tube eye drops im subcut injections iv therapy long acting sr xr medications

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lpn medication examination basic name date directions read each question carefully choose the one correct answer 1 inderal 30 mg is ordered the available dosage is a scored 60 mg tablet what amount will you give a 1 tab b 0 5 tab

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place them in the medication cup a study with quizlet and memorize flashcards containing terms like the nurse is caring for a 76 year old patient being treated for depression elevated cholesterol levels and renal failure she is placed on a new medication to lower her cholesterol as well as a low fat diet

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the intent is to assess the basic knowledge new hires bring to mercy for medication administration and to provide the resources available in practice to make them successful accessing mercy s medication test and resources from home 1 to obtain your network id call mercy technology services mts at 1 866 440 3399 and