

TUOLUMNE COUNTY
SUPERINTENDENT OF SCHOOLS OFFICE

175 South Fairview Lane • Sonora, CA 95370
(209) 536-2000



CLASS TITLE: LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide nursing care for assigned students; develop, implement and evaluate the individualized health care plans of students within a school setting; serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Provide professional nursing care for assigned students including suctioning, blood sugar testing, medication administration, catheterizations, gastric tube feeding administration, changing diapers, asthma treatments and other professional nursing services; implement physician orders; maintain positive and caring interpersonal relationships with students, families and staff.
2. Provide a variety of other health services to assigned students; screen and evaluate medical conditions; examine students for illness, injury and medical emergency; administer first aid as necessary; provide emergency care as needed; assure optimal health of students; assist in assuring related activities comply with established laws, codes, regulations, policies and procedures.
3. Serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information; respond to inquiries and provide detailed and technical information concerning medications, immunizations, health care procedures and related laws, codes, rules, programs and regulations; make home visits as needed.
4. Implement and assist in the evaluation of student individualized health care plans; participate in Individualized Education Plan (IEP), parent and instructional staff meetings to discuss program development, IEP's, student progress and problems, and other issues related to the care of students; develop student-specific interventions based on the nursing diagnosis and expected outcomes.
5. Operate specialized medical equipment and instruments in the assessment and treatment of students; drive a vehicle to conduct work; assure cleanliness and sanitary conditions of medical instruments, equipment and assigned areas.
6. Prepare and maintain records, reports and physician orders and others related to assigned activities; maintain s cum file and medical procedure logs as needed; prepare Medi-cal billing information.
7. Communicate with County Office, school personnel, parents/caregivers, health services representatives and other outside organizations to exchange information, coordinate activities and resolve other health-related issues and concerns.
8. Accompany and monitor students on community-based instructional outings, school bus and field trips as assigned; reinforce positive behavior in public settings; assist students in learning life skills.
9. Oversee the specialized health care procedures performed by other health staff as assigned; provide staff training for specialized health care procedures as required.

OTHER DUTIES:

Prepare billings as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

County Office policies and State regulations concerning student nursing activities.

Modern medical terminology, equipment and techniques.

Accepted methods and principles of personal hygiene.

Clean and sterile treatment techniques.

Medical procedures associated with special health care needs.

Basic anatomy, physiology, and medical terminology.

Diagnostic methods for medical conditions and diseases.

Accepted medical assessment techniques.

Interpersonal skills using tact, patience and courtesy.

Public health agencies and local health care resources.

Health and safety regulations.

Operation of specialized medical equipment, machines and instruments.

Record-keeping techniques.

Proper lifting and moving of handicapped students.

ABILITY TO:

Provide professional nursing care for students.

Assist with developing, implementing and evaluating the individualized health care plans of students.

Serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information.

Operate and maintain a variety of specialized medical equipment, machines and instruments.

Establish and maintain files, records, reports and charts related to assigned activities.

Develop individual health care and emergency plans for students with special medical needs.

Refer students and parents to appropriate community resources for recommended health services.

Lift and move moderately heavy children.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Prioritize and schedule work.

Maintain confidentiality of student medical records.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in nursing and two years of health care experience.

LICENSES AND OTHER REQUIREMENTS:

Valid registration as a Licensed Vocational Nurse.

Valid California driver's license.

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WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

Subject to emergency medical situations.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized medical equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and monitor students.

Lifting and moving students as assigned by position.

HAZARDS:

Contact with blood and other body fluids.

Potential for contact with blood borne pathogens.

Communicable diseases.

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