CLASS TITLE: LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the indirect supervision of a school nurse and direct supervision of a Program Director, provides health care services requiring licensing as a Licensed Vocational Nurse; coordinates the daily care of severely handicapped students who need one-to-one nursing care services as designated by students' medical care providers through primary care physicians' written orders; administers first aid to ill or injured students; performs a variety of clerical duties relating to student health care and health records. This position is coordinated through the Special Education Department and monitored by the school nurses.

DISTINGUISHING CHARACTERISTICS:

This position differs from the Health Care Assistant classification in that some of the duties assigned require licensing as an LVN.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform catheterization, gastronomy tube feeding, suctioning to clear air passages, colostomy and ileostomy care, oxygen administration and flow monitoring, and other specialized health care procedures as directed.

Notifies teachers of special needs of individual students.

Perform basic first aid for school injuries; assess seriousness, notify appropriate parties and fill out reports.

Provides escort and assistance to students as needed.

Maintain individual records for each student.

Assist students with taking prescribed medication as directed; record on proper forms.

Screen student symptoms to identify illness; determine need to be brought to attention of school administrators; notify parents if necessary; inspect for communicable diseases.

Operate a variety of office and medical equipment.

Assist Principal in maintaining a safe and sanitary environment.

Observe student symptoms and behavior, notifying the School Nurse, parents, emergency personnel and school officials as appropriate; assist ill or injured students within boundaries of school law and District regulations; administer first aid including CPR; advise proper authorities of health problems,
emergencies and action taken.

Schedule and make arrangements for screening at the school location, coordinating with the administration and teachers, contacting parents and requesting volunteers to assist with the process; assist licensed personnel with screening and with necessary follow-up.

Set up and maintain detailed individual health records for each student; compile information and statistics for required state reports; type memos, lists, correspondence, reports, forms, bulletins and similar material; prepare lists of students’ health defects and/or problems.

Follow up on required immunizations through letters, telephone and personal contact with parents; record hearing and vision test information and immunization dates in student cumulative folders.

Assist in rendering various forms of personal care such as toileting, diapering, dressing, undressing, bathing, grooming and feeding of children; assist and instruct students in personal hygiene; assist in lifting pupils in and out of school buses, wheel chairs, braces, and other orthopedic equipment.

May perform other specialized physical health care services which are necessary during the school day to enable a child to attend school and which are prescribed by the child’s licensed physician, such as monitoring, administering and/or supervising a student on insulin, insulin pump, or other insulin devises, catheterization, suctioning, seizure disorders/procedures, breath inhalation therapy, oxygen administration and flow monitoring, glucose monitoring injections, emergency care and other health care related duties as assigned after training and monitoring by a School Nurse.

Inspect for communicable diseases and/or parasites; as instructed, advise parents, students and teachers of presence of communicable disease and/or parasites, treatment procedures, quarantine requirements and re-admittance procedures; provide factual information to parents and teachers relative to community health resources.

Implement and monitor procedures for the safe storage and administration of medications; administer prescribed medications in accordance with District policy and school rules.

Perform a variety of clerical duties involved in the maintenance of health records, referrals, and reports, and to assist other school clerical personnel as required; maintain a variety of confidential health related records and files including student medical records, emergency cards, immunizations records, and communicable disease reports.

Operate a computer, copier and other standard office machines; inventory, order and requisition medical supplies for school health office.

Supervise students in health office; attend in-service meetings; perform related work as required.

Provides medical care services to students as ordered by medical care providers through primary care physicians’ written order.

Assists with all needed medical procedures.

Operates a variety of medical equipment.
Complies with federal and state laws, district policy and procedures, and the student's Individual Education Plan (IEP).

Maintains students' health records, reports and medical orders; apprises school nurse, and site administrator, if appropriate, regarding special problems, including changes in medical status, possible abuse or neglect, etc.

Maintains correct resource and agency referral information; attends meetings as assigned.

Consults with teachers, parents and other staff regarding students’ progress in school.

Assess and triage students with chronic health problems according to established criteria and take appropriate action according to individualized protocols.

Assess and triage students presenting with acute illness and take appropriate action according to guidelines adopted and approved by the District.

Render reasonable first aid procedures to students who are injured during school hours.

Provide specialized health care procedures, including administration of insulin, blood glucose monitoring, monitor students on ventilators.

During a major health incident, accompany students to a doctor or hospital as directed by a school principal. Stay with student until parent contact is made.

Maintain the site file of Accident/ Incident Reports and forward the copy to appropriate district personnel.

Organize and maintain student health and emergency records, including medication logs; record testing information in student files.

Keep logs of referrals made and follow-up information received.

Administer medication to students as specified by appropriate completed district permission forms and under the supervision of the school nurse.

Manage the school immunization and CHDP programs according to State regulations, report to school nurse.

Assist the school nurse in the preparation of lists of students with identified health problems and obtain individual emergency health plans; distribute information to site administrator and maintain information in a central location. Obtain health history from parents of students with chronic health problems.

Report confirmed or suspected communicable diseases and/or illnesses to the school nurse and site administrator.
Report suspected cases of child abuse to the appropriate staff and agency. Assist in documentation of possible child abuse cases as required by law.

Screen for head lice; maintains records for follow-up purposes; provide parent education for head lice treatment.

Coordinate and assist the school nurse and office staff with mandated health and dental screenings; record results and distribute information to the appropriate parties.

Refer students who appear to need community health resources to the school nurse for follow-up.

Under the supervision of the school nurse, may provide case management services to students, as assigned by the school nurse.

Provide information on community health resources to families; follow up on referrals.

Order supplies; prepare and maintain site first aid kits as appropriate.

Maintain a neat and orderly school health station.

Compile and provide information for state, federal and district reporting purposes as necessary.

Enter and retrieve health-related information in a computerized data base.

**OTHER DUTIES:**
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Policies, objectives and procedures related to the school health program including standard health problems associated with school-age children.
Methods and techniques of lifting and moving injured or physically limited children.
Health and safety and basic first aid techniques, including CPR.
Basic emergency procedures related to obtaining professional medical and safety assistance.
Pertinent Federal, State and local laws, codes and regulations.
Personal hygiene practices.
Basic medical terminology.
Procedures for promoting health, hygiene and physical well-being.
Causes and means of transmission and methods of control of common diseases.
Modern office practices, procedures and equipment including telephone techniques and etiquette.
Principles and procedures of record keeping and report preparation.
English usage, spelling, grammar, and punctuation.
Principles and procedures for health care services that have been prescribed by licensed physicians.
Available community health resources.
ABILITY TO:
Perform a variety of health care procedures including first aid and CPR to ill or injured children.
React calmly, effectively and efficiently under stressful situations and emergencies.
Understand and empathize with children having a variety of health care needs.
Learn medical procedures as necessary.
Lift children in and out of wheel chairs, braces, and other orthopedic equipment.
Recognize and report safety hazards.
Analyze situations accurately and adopt an effective course of action.
Learn and apply applicable sections of the State Education Code and other pertinent health and safety regulations.
Learn community health procedures and policies.
Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.
Establish and maintain cooperative-working relationships with those contacted in the course of work.
Maintain confidentiality of privileged information obtained in the course of work.
Communicate clearly, concisely and effectively both orally and in writing.
Perform routine clerical duties and maintain records.
Understand and follow oral and written directions.
Travel to multiple sites within workday.
Establish and maintain files, records, reports and referrals.
Make simple arithmetical calculations.
Operate computerized data base programs and other standard office equipment.
Organize and maintain an effective record-keeping system.
Plan, organize and prioritize work within established timelines.
Work independently with little supervision.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Experience equivalent to one year working in acute care coupled with clerical background is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Licensed Vocational Nurse license.
Valid First Aid and CPR Certification issued by an authorized agency.
Valid California driver's license and access to reliable insured transportation to and between assigned school sites during the school day.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Subject to emergency medical situations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
Facility to see and read, with or without vision aids, policies, procedures, laws codes, manuals, rules and other printed matter.
Facility to hear and understand speech at normal room levels, on the telephone with the presence of other noise related to an office or school setting.
Manual dexterity to dial a telephone, operate various equipment, perform necessary medical procedures that may require the use of both hands and to enter data into a computer.
Facility to speak English in audible tones so that others may understand clearly in normal conversations, in training sessions, in other meetings and on the telephone.
Physical agility to lift up to 10 pounds to shoulder height; to lift/carry 40 pounds to waist level; and/or lift/push/pull/carry students and/or orthopedic devises weighing up to 150 pounds with assistance.
Bend, stoop, work and reach overhead, and to stand for prolonged periods of time.

Approved by Board of Trustees: 6/25/2014
Approved by Personnel Commission: 7/24/2014