

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

(BILINGUAL) LICENSED VOCATIONAL NURSE

DEFINITION

Under the general direction of the Assistant Superintendent of Special Services and the functional direction of the District Nurses, the Licensed Vocational Nurse (LVN) or Bilingual Licensed Vocational Nurse (Bilingual LVN) is responsible for providing specialized health care services to all children in the District. The Bilingual LVN is fluent in both English and Spanish.

SUPERVISION RECEIVED AND EXERCISED

The (Bilingual) LVN works under the general supervision of the Assistant Superintendent of the Office of Special Services and the site administrator or designee, the functional supervision of the RN School Nurse and does not exercise supervisory responsibilities over any other position.

ESSENTIAL FUNCTIONS

Provides a wide variety of routine medical treatment to students to ensure student needs are met as outlined by physician's orders and under the direct supervision of a Registered School Nurse, and in accordance with State and Federal rules and regulations, e.g., takes temperature, pulse, blood pressure and vital signs.

- Provide specialized physical healthcare such as catherization, gastric tube feeding, diabetic care, tracheotomy care, ventilators, rectal medication administration, toileting and diaper changing.
- Provide emergency care, medication dispensing and prescribed procedures outlined in District policies and procedures, as well as guidelines as outlined in the students' Individuated Health Care Plan.
- Provides required medication/treatment for multiple students as ordered by prescribing medical physician. Promptly administers properly prescribes emergency medication, e.g., Benadryl, epinephrine, glucagon, insulin.
- Provides first aide for injuries and acute illness; contacts parents/family regarding any health-related issues and/or concerns and provides necessary feedback to supervising nurse and school administration.
- Initiates prompt referral to the appropriate medical facility when treatment is warranted.

- Assists parents in seeking health care services as required and provide referrals to appropriate physicians.

ESSENTIAL FUNCTIONS (cont.):

- Assists with the maintenance of accurate health files for students by: entering accurate information in the “student information system”, accurately maintaining records of student illness/injury, accurately recording and maintaining a medication administration binder/record.
- Records results of health screenings on student cumulative health records.
- Assists in the management of a clean and orderly health office by assisting in keeping a clean, orderly and sanitary work space.
- Maintain a positive school health environment through open communication and effective relationship skills.
- Adhere to schedules and perform other health related duties, as directed.
- Assists, when necessary, in making home visits to promote understanding of health problems and appropriate care to resolve them.
- Provide required medication and treatment for multiple students as ordered by a physician.
- Provide first aid for multiple students on an as needed basis.
- Performs clerical and computer tasks related to health care programs and maintains all related records and files.
- Assists in compiling data for Medi-Cal billing and maintains related Mandated Cost data.
- Assists in initiating and maintaining student health and other related records.
- Assists in keeping the District data base for student health care current and up to date.
- Attends meetings as directed for program planning.
- Writes brief and concise notes to teachers and staff.

- Operates specialized medical equipment; performs minor medical procedures as specified on physician's orders.
- Maintains inventory of medical supplies and equipment.

ESSENTIAL FUNCTIONS (cont.):

- Maintain confidentiality of students medical and health information.
- Consults with medical personnel, staff, and teachers regarding student health care.
- Verifies immunization status and maintains immunization records of students.
- Conducts inventory of all medication dispensed at school sites.
- Assists School Nurses during school registration.
- Assists with the process for exclusion of students for non-compliance with State immunization requirements.
- Assists with kindergarten and first grade student physicals, TB skin test reports, Scoliosis screenings, vision and hearing screening, and communicates positive (PPD) results to School Nurse for follow-up with Kings County Health Department.
- Assists in the data collection for reports required by the State, County and District.
- Assists in performing head checks for lice infestation
- Assists in presentations regarding health wellness and nutrition.
- Performs other duties as assigned.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Basic nursing skills and ability to administer care to all children and recognition of signs and symptoms of basic childhood illnesses.

State health laws pertaining to school children (e.g. immunization requirements).

Basic medical terms, codes, and acronyms.

Basic treatment for medical conditions (e.g. seizures).

Operation of personal computer and standard office equipment.

NECESSARY EMPLOYMENT STANDARDS (cont.)

Ability to:

Communicate effectively in when talking in a one-on-one situation or in a small group.

Communicate effectively and efficiently in written form.

Understand and follow oral and written directions.

Exercise sound judgment in dealing with emergencies and special health needs of children.

Handle emergency situations calmly and effectively.

Use discretion in handling confidential health records.

Establish and maintain effective relations with students, parents, staff and other health care professionals and the general public; effective communications and interpersonal skills.

Demonstrate competence with necessary computer software programs utilized in course of work.

Be flexible in schedule, work site and work demands and to travel locally within the Hanford Elementary School District sites, and have personal transportation.

Show initiative and complete several tasks in a timely and efficient manner.

Establish and maintain supportive and cooperative rapport with school personnel, public, parents, and students.

Perform routine, repetitive duties to completion.

Assist with the development and implementation of health care plans.

Work independently with little direction.

Participate in training sessions to advance understanding and knowledge of health related issues and State requirements.

Perform routine clerical tasks.

EDUCATION AND EXPERIENCE:

Education: High school diploma or equivalent, graduation from an accredited Vocational Nurses Training program

Experience: One (1) year of successful experience involving contact with children with special medical needs or related experience

Certificates/Licenses: Currently holds and maintains a valid California State License as a Licensed Vocation Nurse

In addition must hold: Valid First Aid and Basic CPR
Valid California Driver's License

Transportation: Reliable transportation; proof of automotive liability insurance (CA State requirement).

DESIRABLE EMPLOYMENT STANDARDS

Fluent in English and Spanish (speak/read/write) – based upon District testing will be placed in the Bilingual LVN pay range.

WORKING CONDITIONS

Environment: School environment, and student home environment.

Physical Abilities: Vision to read and write materials, and monitor student activities; color vision, night vision, use of both eyes, sense of smell; hearing and speaking to exchange information and provide assistance to students, distinguish sounds in transmission; bending at the waist; walking and standing for extended periods of time; dexterity of hands and fingers to operate assigned equipment; and ability to lift equipment and students weighing up to 50 pounds.

Hazards: Potential for contact with blood-borne pathogens and communicable diseases. Contact with dissatisfied or abusive individuals. Occasional stress of emergencies, stress of deadlines, stress of interpersonal conflict.

Adopted: 09/27/17