

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **DISTRICT LICENSED VOCATIONAL NURSE (LVN)**
Department: Educational Services
Reports to: Director of Special Education, Director of Educational Services & District Nurse

SUMMARY:

Under the supervision of a *District Registered Nurse, Director of Educational Services* and site administration, the Licensed Vocational Nurse will provide medical care to students of all ages with medical needs. Will perform specialized health care procedures, administer medications, provide first aid and complete other tasks delegated to the LVN by a District Registered Nurse.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Provides emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, dysreflexia, and other medical emergencies.
- * Performs specialized physical health care procedures functioning under the Licensed Vocational Nurse (LVN) standards of practice including, but not limited to, catheterization, gastronomy tube feedings, ostomy care, tracheostomy care, suctioning, first aid, medication administration, blood glucose monitoring, bowel elimination needs, toileting and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured students.
- * Participates in the administration of nursing care described in Emergency Care Plans, Individualized Health Care Plans, Individualized Education Plans or other written plans of care for students under the direction of a Registered Nurse.
- * Monitors general well-being of children as needed including the measurement of vital signs, the presence of possible communicable disease, the assessment of illness or injury, and provision of other care as needed.
- * Assists in the administration of prescription and over-the-counter medications as needed, per WPUUSD policies and procedures and monitors students for any unexpected, abnormal or allergic reactions to medication.
- * Assists Registered Nurse in mandated screening programs.
- * Participates in the positioning of students as needed, including positioning on therapeutic equipment.
Assists in providing medically prescribed therapeutic exercise, as needed.
- * Moves students to/from floor, changing tables and wheelchairs. Assists in lifting students from wheelchairs and/or adaptive equipment. Pushes wheelchairs and assists with walkers.
- * Appropriately documents all nursing assessments, interventions and student outcomes, and appropriately communicates with Registered Nurse, and parent/guardian as needed.
- * Files health materials and records, prepares records, periodic and special reports, completes accident reports, screens student records for compliance with immunization laws, under the direction of the Registered Nurse, alerts parents of needed immunizations and maintains communication until records are provided.

-
- * Under the direction of the Registered Nurse, participates in follow-up of students with vision, hearing, dental needs, scoliosis or other health issues.
 - * May be required to ride a school bus or other transport vehicle to provide nursing care to students being transported via district transportation services. May be required to accompany students on field trips in order to provide specialized health care procedures and/or general nursing care, as needed.
 - * Complies with all Western Placer Unified School District policies and procedures.
 - * Establishes and maintains good communication and effective professional working relationships with students, parents, district Registered Nurses, clerks, teachers, administrators, coworkers, special education personnel, the general public and all others with whom the LVN must interact.
 - * Demonstrates professional standards of care, including confidentiality, the maintenance of vocational nursing skills, documentation of care, and the modeling of safe, prudent and healthful work behaviors and practices.
 - * Works to identify and eliminate unsafe or unhealthful school and/or work area conditions.
 - * All other related duties as assigned.

QUALIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- * Equivalent to completion or graduation from an accredited vocational nurses training program;
- * An Associate of Arts Degree;
- * One year of work experience in an LVN position desired;
- * Experience working with children with various disabilities, home health nursing in pediatrics, or pediatric nursing within the hospital setting clinic or physician's office preferred;
- * Experience in carbohydrate counting for diabetic insulin care, catheterization procedures, tube feedings and other specialized health care services strongly preferred.

CERTIFICATES AND LICENSES:

- * Possession of a valid California State License as a Vocational Nurse
- * Valid California automobile driver's license and evidence of insurability
- * Must possess a valid First Aid and CPR Card
- * Current first aid card; TB Clearance
- * Department of Justice fingerprint clearance

LANGUAGE SKILLS:

Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written and oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to provide specialized health care procedures consistent with LVN licensure.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific vision abilities required by this job include close vision distance vision, and depth perception. Physical, mental, and emotional stamina to endure workload under sometimes stressful conditions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually very moderate to quiet. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned