

	Licensed Vocational Nurse	<p style="text-align: center;">Classified Position</p> <p>Initial Date: July 24, 2012 Board Approval: September 28, 2012 Revision Date: Personnel Commission: August 15, 2012 Range: 63 Reports to Director of Student Services and Credentialed School Nurse</p>
---	--------------------------------------	--

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Special Education and under the guidance and direction of the credentialed School Nurse, performs specialized health care procedures and nursing services relating to care and treatment of students with special needs. This individual will work as a team member with the credentialed School Nurse, school staff and parents to provide health care services including one-on-one care for assigned students throughout the school day to ensure the health and safety of assigned students.

REPRESENTATIVE DUTIES:

- Travel to various school sites within the Morgan Hill Unified School District boundaries and provide a wide variety of health care duties as assigned.
- Collaborate with certificated school nurse, parents, and school staff involved with the care of assigned students and fosters communication between all parties
- Document observations and treatments
- Maintain confidentiality and integrity of records; establish and maintain files and records
- Participate as team member to identify health problems and concerns regarding the assigned student
- Provide one-on-one care for an assigned student, which may include complete care of the diabetic students; care of students requiring specialized health care procedures including but not limited to: tube feeding, nebulizer treatments, toileting and other specialize health care procedures as assigned
- Provide care to students requiring specialized health care procedures including but not limited to: tube feeding, nebulizer treatments, toileting, and other specialized health care procedures as assigned. It also may include administration of other medications as prescribed as well as emergency care in an anaphylactic reaction including administration of Epi-Pen
- Provide input for and implement the Individual Health Care Plan to the credentialed School Nurse as needed
- Perform duties consistent with the scope and intent of the position
- Communicate with County Office and school personnel and outside organizations , coordinate activities and resolve health-related issues or concerns
- Perform other job related work duties and assigned/required

KNOWLEDGE AND ABILITIES:

- Medical terminology, equipment and techniques; application of medical treatment instructions to administer prescribed medication
- Knowledge of accepted medical assessment techniques
- Skill in human relations, communicating with children, parents, school and medical staff
- Knowledge of basic First Aid and CPR
- Knowledge of public health agencies and local health care resources
- Knowledge of current State and County medical laws, rules, and regulations and technological advancements
- Ability to travel to various school sites within the Morgan Hill Unified School District and perform a wide variety of specialized health care duties as assigned
- Ability to prioritize and schedule work
- Ability to operate a variety of medical equipment, machines and instruments

- Ability to administer routine medications and treatments as assigned as perform medical procedures as required
- Ability to accurately assess medical emergency situations

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Graduation from an accredited school of vocational nursing
- At least 6 months experience works as a LVN; experience working with school age children desired

LICENSES AND OTHER REQUIREMENTS:

- Requires a valid California driver's license
- Requires current valid license as a vocational nurse issued by the California State Board of Vocational Nurse Examiners in good standing
- May require pre-employment physical examination
- Requires a valid CPR and First Aid Certification

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Seeing to observe students, assess medical condition, perform assigned duties, and reading
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate a variety of medical instruments and equipment.
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, (25-50 pounds)
- Moderate stress level

HAZARDS:

- Exposure to and contact with blood and other body fluids. All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented
- Exposure to communicable diseases

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.