

# Oak Grove School District

**JOB TITLE:           LICENSED VOCATIONAL NURSE**

**SALARY RANGE    37**

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the guidance and direction of a credentialed school nurse, Assistant Superintendent of Educational Services or designee, performs semi-professional nursing duties related to the care and treatment of students with special needs. Works as a team member with a credential school nurse, school staff, and parent(s) to provide individualized services for assigned student(s) throughout various school sites within the District to ensure safety of assigned student(s)

## **TYPICAL DUTIES**

- Attends to the medical/health needs of students according to their individual Health Care Plan, independently, without the credentialed school nurse being present, and performs First Aid/CPR and medication administration as needed
- Collaborates with credentialed school nurse, parents and school staff involved with the care of the assigned student(s)
- Fosters communication between all parties concerned
- Documents observations and treatments of students
- Maintains confidentiality and integrity of records
- Provides prompt, reliable, safe care for assigned student(s)
- Participates as team member to identify health problems and concerns regarding the assigned student(s)
- Provides individualized care for an assigned student, which may include blood glucose monitoring, assisting diabetic student with an insulin pump, tube feeding, toileting, administration of medication as required, including emergency medications and injections
- Provides input for the individualized Health Care Plan to the credentialed school nurse as needed
- Performs duties and procedures consistent within the scope and intent of the position and L.V.N.
- Assists with health-related clerical duties
- May be one-to-one with direct student contact
- Attends to details with focus and precision when applying/interpreting health care needs, care instructions and administering medications
- Administering routine medications and treatments as prescribed
- Performs other directly related job duties as assigned

## **KNOWLEDGE AND ABILITIES**

- Make mathematical calculations with speed and accuracy
- Understand and carry out oral and written instructions
- Get along well with others and maintain positive professional relationships
- Keep accurate and complicated records
- Accurately assess medical emergency situations and respond appropriately
- Stay calm and perform nursing duties in emergency health situations

### KNOWLEDGE AND ABILITIES

- Implement treatment plans, goals, and objective
- Work competently under the supervision of the credentialed school nurse
- Perform blood glucose monitoring
- Relate comfortably and collaboratively in one-to-one student assignment in classroom setting
- Effectively communicate in English, orally and in writing, with parents, school staff, and student
- Effectively perform medical procedures required
- Medical terminology and application of medical treatment instructions and administration of preschool medication
- Interest in child and family health care
- Educational and developmental needs of children
- Skill in human relations, communicating with children, parents, school, medical staff, and the public for the purpose of working as a team to provide excellent care and support for the assigned student(s)
- Thorough understanding of medical coordination, including but not limited to, diabetes, epilepsy, chronic illness, asthma, mobility, and emergency medications and situations

### CERTIFICATION

- Possession of a current valid license as a vocational nurse issued by the California State Board of Vocational Nurse Examiners. Graduate from an accredited school of vocational nursing
- Valid California Driver's License
- Basic First Aid, CPR, and AED

### WORKING CONDITIONS

- Primarily indoor working environment in school health office
- May assist students restrooms or other designated areas
- May require driving a vehicle to conduct work

### PHYSICAL DEMANDS/HAZARDS

- Bending at the waist, kneeling or crouching
- Dexterity of hands and fingers to operate a variety of medical instruments and equipment as well as office equipment
- Moderate to heavy physical effort; ability to reach in all directions; lifting carrying (up to 50 lbs. unassisted) as assigned by position
- Sitting or standing for extended periods seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Exposure to and contact with blood and other bodily fluids. All fluids shall be handled as in infectious; universal precautions policy to be consistently implemented. Exposure to communicable diseases

Approved By Board of Trustees