



## Classification Specification

### LICENSED VOCATIONAL NURSE

<b>Department:</b>	Health Services
<b>Reports To:</b>	District Nurse/Site Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2017, 2020

#### **General Description:**

Provide a variety of authorized pupil health services to students at an assigned school site(s), including first aid, screening of ill, or injured students and emergency care; administer medications/and or specialized treatment to students according to physician instructions; perform duties in compliance with the State Nursing Practice Act and all other statutes and regulations that affect the assignment of nursing duties or the provision of nursing care to students in the school setting; perform related clerical work.

#### **Essential Duties and Responsibilities:**

- Provide a variety of direct health services to students; screen and evaluate medical conditions of students; examine students for illness, injury, and medical emergency; administer first aid/CPR as necessary; document student visits to the health office in accordance with health service policy and procedures.
- Provide emergency care as needed; ensure related health office activities comply with established laws, codes, regulations, policies, and procedures.
- Administer ordered medications to students according to physician instructions; maintain records and logs of dosage including amount, time, medication, authorizations, and related information; ensure proper storage of medications.
- Perform specialized physical health care procedures, including but not limited to gastrostomy feedings, toileting, catheterizations, tracheotomy care, suction, ostomy care, diaper changes, nebulizer treatments, glucagon administration, emergency care in an anaphylactic reaction, including administration of epinephrine, blood glucose monitoring, and tube feeding, all under the supervision of the district nurse as per physician orders.
- Assist with the administration of state mandated screenings; schedule and assist in other testing and screening procedures required during the year; follow-up with the prior approval of the district nurse on test results with parents.

- Establish and maintain cumulative health and immunization records and files for individual students; review records to ensure immunization data is current; report students in need of immunizations to the district nurse; notify parents or appropriate staff of needed immunizations as appropriate.
- Advise students on self-care (e.g., personal hygiene) and management of minor ailments or injuries.
- Identify health needs of students and refer them to health care providers as needed (e.g., calling parents and prepare health appraisal).
- Provide families in need with community resources such as low-cost insurance programs, social services, and health centers.
- Perform a variety of clerical duties such as filing, typing, reviewing records, health files, and duplicating materials; receive and relay telephone messages and emails as necessary; compose letters, reports and requisitions as directed; distribute and collect health information forms.
- Carry out emergency procedures as directed by the district nurse, the district and school disaster preparedness plans.
- Communicate with parents, health care providers, students, health agencies, other departments and the district nurse regarding student condition and care without compromising student confidentiality.
- Notify the district nurse of major student illness, serious injury, child abuse, or other health and welfare issues.
- Operate a variety of health assessment and screening instruments and equipment, including thermometers, stethoscopes, and screening devices.
- Operate a variety of office equipment, including a computer and assigned software; operate a two-way radio; drive a vehicle to conduct work.
- Maintain health office and supplies in clean, orderly, and sanitary condition; order and maintain supplies needed for the health office and classroom first aid kits.
- Attend and participate in meetings, conferences as assigned; participate in trainings for individual specialized health care procedures.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- General licensed vocational nursing skills, practices, and procedures.
- Health office and related medical practices, terminology, procedures, and equipment.
- Health, hygiene, and safety regulations.
- Applicable laws, codes, regulations, policies, and procedures, including Health Insurance Portability and Accountability Act (HIPPA).
- District policies and state regulations concerning immunization of school-aged children.
- General diagnostic methods for illnesses, injuries, and medical emergencies.
- Specialized physical health care procedures.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Telephone techniques and etiquette.
- Public health agencies and local health care resources.
- Safe medication administration and side effects.
- First aid/CPR methods and procedures.
- Methods of collecting and organizing data and information.

- Modern office practices, procedures, and equipment.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Basic mathematic calculations.
- Oral and written communication skills.
- CPR procedures.
- Basic computer programs, including word processing, data base and information systems.

**Ability to:**

- Provide a variety of health services to students, including first aid, screening of ill, or injured students and emergency care.
- Prepare and maintain student immunization and health records and files.
- Refer students and parents to appropriate community resources for recommended health services.
- Observe health and safety regulations.
- Operate a variety of specialized medical equipment.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Administer first aid, CPR, and medications according to established procedures.
- Lift, position, and reposition students with assistance using appropriate equipment.
- Reading documents written in standard English text.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Reading medical documents such as prescriptions and procedures.
- Type and enter data accurately.
- Perform routine clerical work.
- Perform effectively and adapt to fluctuating workload and unexpected situations in a school setting.
- Maintain confidentiality of sensitive and privileged information.

**Education:** High school graduation or equivalent GED, supplemented by training in an accredited institution as a licensed vocational nurse or registered nurse.

**Experience:** One (1) year of health care experience.

**Licenses, Certifications, and other requirements:**

- Valid California Class C driver's license.
- Possession of LVN certificate or equivalent with recertification every two years.
- Valid first aid/CPR certification (with AED for adults/children).
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- Some experience working with school age children in a school or health care setting is desirable, but not required.

- Proficiency in one or more foreign languages (Chinese or Spanish) is desirable, but not required.
- Associate's degree in nursing, health care, or a related field is desirable, but not required.

**Working 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.

- Indoor/health office work environment.
- Moderate noise levels.
- Fast-paced work environment with changing priorities.

**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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work at a table or desk for extended periods of time.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Bend, twist, stoop, or kneel; reach in all directions.
- Frequently required to: stand and/or walk around for extended periods of time.
- Lift and/or move objects up to 35 lbs. in weight.
- Frequently required to: move outside and remain outside for periods up to one hour.

**Hazards:**

- Contact with blood and other body fluids.
- Potential for contact with bloodborne pathogens and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.