



LOMPOC UNIFIED SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE

JOB SUMMARY:

Under the direction of the Director of Special Education and oversight by a credentialed school nurse, provide a variety of health services to students and personnel including first aid, screening of ill or injured students and emergency care; serve as a technical resource to students, parents and personnel concerning health services, issues, problems and related information; provide mandated screening, testing, immunization and record-keeping services; meet individual health needs of students and providing nursing care described in individualized health care plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide a variety of health services to students; assist students during office visits, screen and evaluate medical condition of students; examine students for illness, injury and medical emergency; provide nursing care described in individualized health care plans; administer first aid as necessary; provide support and assistance with medical and nursing interventions as instructed by credentialed school nurse, parent or doctor; ensure optimal health of students and personnel; assist in ensuring related activities comply with established laws, codes, regulations, policies and procedures.
- Dispense prescribed medication as ordered by a physician following Lompoc Unified School District policies and procedures, the Nurse Practice Act and other State and federal regulations; monitor for any unexpected, abnormal, or allergic reactions to medication; review and prepare documents to record medications according to established procedures.
- Establish, prepare and maintain cumulative health and immunization records and confidential files for individual students; prepare periodic and special reports as assigned; complete accident reports according to established procedures; screen student records for compliance with Child Health and Disability Prevention (CHDP); review records to ensure immunization data is current; notify parents or appropriate personnel of needed immunizations and other medical issues as appropriate.
- Assist credentialed school nurse in mandated screening programs; follow-up on students with vision, hearing, dental needs, scoliosis, or other health issues as required under the direction of the credentialed school nurse; update and ensure accuracy of information related to screenings.
- Monitor and provide specialized health care procedures including sterile and clean urinary catheterizations, blood sugar monitoring, oral and tracheotomy suctioning, care of ostomies, nasogastric and gastrostomy tube care for students with chronic illnesses and epi-pen administration for anaphylactic reactions.
- Provide emergency care as needed in situations including cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, anaphylactic shock, and other medical emergencies according to established procedures; assess situations involving students' safety, abuse and other health in order to identify problems, refer for proper treatment and comply with legal requirements under the direction of the credentialed school nurse.

- Provide care for students' diabetic needs routinely and as needed per physician instructions; perform blood sugar checks according to established procedures and administer medications; accordingly, communicate with parents, RN and Doctor regarding student; administer other related treatments as needed and as assigned.
- Operate a variety of medical instruments and equipment including thermometers, stethoscopes, and screening devices; operate office equipment including a computer and assigned software.
- Attend and participate in meetings related to assigned activities as required; assist with maintaining health rooms in a clean and orderly condition and help with the set-up and break-down of health rooms.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college-level course work in nursing, health care or a related field and two years of health care experience.

Licenses and other Requirements

- Valid First Aid and CPR Certificate issued by an authorized agency.
- Valid California LPN, LVN or RN license/certificate.
- Valid driver's license and evidence of insurability.

Knowledge of:

- Health office practices, procedures, and equipment.
- General practices, procedures and techniques involved in the identification, treatment, and resolution of health problems.
- Health and safety regulations.
- First aid and CPR methods and procedures.
- Clean and sterile treatment techniques.
- Medical procedures associated with special health care needs.
- Basic anatomy, physiology, and medical terminology.
- Applicable laws, codes, regulations, policies, and procedures.
- Operation of a variety of specialized medical equipment.
- Public health agencies and local health care resources.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping and report preparation techniques.
- Public speaking techniques.

Ability to:

- Provide a variety of health services to students and personnel including first aid, screening of ill or injured students and emergency care.
- Serve as a technical resource to students, parents and personnel concerning health services, issues, problems, and related information.
- Prepare and maintain student immunization and health records and files.
- Screen students for various health and safety concerns.

Licensed Vocational Nurse

- Observe health and safety regulations.
- Operate a variety of specialized medical equipment.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Provide specialized health care procedures including tracheostomy care, G-tube care, catheterization and administration of injectable medications.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.

WORKING CONDITIONS:

Work Environment:

- Health office environment.
- Subject to emergency medical situations.

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.

- Dexterity of hands and fingers to operate specialized medical equipment.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor students.
- Lifting, carrying, pushing and pulling moderately heavy objects and moving students as assigned by position.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.

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.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 42