

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: **LICENSED VOCATIONAL NURSE**

BASIC FUNCTION:

Under the general oversight of the Administrator, Student Services, and supervision of a credentialed school nurse, perform specialized health services for students in regular education and special education programs. Communicate with parents, school sites, and district personnel on health related matters, assist with medical screening of students, disseminate health information, and provide emergency medical care.

ESSENTIAL DUTIES:

Under the direction of the credentialed school nurse:

Participate in the administration of nursing services described in individual education plans or other written plans of care.

Performs specialized health services to students including but not limited to toileting assistance, catheterization, gavage feeding, ostomy care, suctioning, and monitoring students on oxygen and ventilators.

Appropriately document nursing activities and maintain health records.

Observe and engage in student activities as requested.

Provide emergency medical care in the event of serious illness or accident.

Administer medication pursuant to physician's instructions.

Assist students to develop self-control and self-esteem.

Participate in health conferences with parents, staff and community resources as directed by the supervising school nurse.

Prepare reports for district, county, and state agencies.

Provide support and act as resource for all staff and parents.

Assist in providing appropriate health instruction to students.

Maintain professional competence through continuing education coursework or experience.

Travel to various school sites to perform a variety of nursing duties.

OTHER REPRESENTATIVE DUTIES

Order and maintain supplies for school health office as requested.

May ride to and from school on the bus with a student as required.

Participate in district in-services, workshops, and/or seminars as directed.

Perform other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- (1) Reports to, receives direction from, and is evaluated by the assigned administrator or other designated school official.
 - (2) Receives general supervision and direction from the credentialed school nurse.
 - (3) Provides limited work direction and guidance to Health Services Assistants, Paraeducators (Specialized Health), volunteers and student helpers as applicable.

Internal Contacts: Continuing contact with the site administrator(s), students, school office manager, and other clerical personnel, as well as the school nurse. Some contact with health services assistants, paraeducators, custodians, teachers, and District office personnel.

External Contacts: Continual contact with parents or guardians of students. Some contact with employees of the Orange County Department of Health and Department of Social Services and doctors' offices.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws and regulations relating to the role of the LVN.
Laws and codes related to the administration of health services.
Needs of medically fragile students.
Correct medical procedures for specialized health needs
Clinical and health office apparatus.
Emergency medical treatment.
Medication administration.
Motivation techniques for atypical students.
General goals of special education in the public schools.
Routine record-keeping techniques.
Confidentiality law relating to student records.
Community health resources.
Methods for effective cooperation with instructional staff and other adults.
Basic first Aid and CPR.

ABILITY TO:

Perform specialized health procedures such as giving intramuscular and subcutaneous injections and rectal Diastat when prescribed by a physician, and administering insulin and caring for diabetic students.
Identify, assess, monitor, treat, and evaluate the physical and mental health of students recognizing when to notify the school nurse of conditions that may require additional intervention.
Dispense medication pursuant to physician's instructions.
Assist disabled students in areas related to activities of daily function such as feeding, toileting, exercises, and positioning.
Interact with students, parents, staff and community in a patient, warm, friendly manner.
Communicate clearly and effectively verbally and in writing.
Deal with stressful situations in a calm, professional manner.
Be flexible in scheduling workload.
Lift and move students safely.
Push and pull wheelchairs.
Read, interpret, and follow established rules, regulations, policies, and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the following: High school graduation or equivalent and nursing experience in a hospital, clinic, or school environment, preferably including experience in dealing with preschool and school age children.

LICENSES AND OTHER REQUIREMENTS:

Licensed Vocational Nurse Certificate
Current CPR Certificate
Current First Aid Certificate
California Driver License

Certification will be updated and maintained.

PHYSICAL DEMANDS:

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 (medical instructions and records) and for distance (as corrected if necessary).
Use hands to finger, handle, or feel objects, tools, or controls.
Reach with arms, out and above, to grab objects.
Possible lifting, pushing, and/or pulling of moderate to heavy weights up to 50 lbs.

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.
Potential exposure to physical injury from aggressive behavior.

PREPARED BY:	Classified Human Resources	DATE:	May 2013
APPROVED BY;	Personnel Commission	DATE:	June 4, 2013
APPROVED BY:	Board of Trustees	DATE:	August 8, 2013