

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: NURSE-LVN

BASIC FUNCTION:

Under the direction of the Director of Special Student Services, School Administrator and with supervision of credential health personnel, provide a variety of health services for ill or injured students; serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information; under direction and supervision of a District Registered Nurse, perform specialized physical health care procedures for general education and special education students; provide assistance with health care referrals, mandated health screenings, immunization compliance and record-keeping services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide a variety of health services for ill or injured students; assist in the preliminary evaluation and documentation of student health conditions and complaints; determine appropriate action to be taken; notify parents, staff and others of student illness, injury, health issues and concerns, or emergencies as needed.

Screen students for health conditions and complaints; respond to student complaints and assess medical conditions related to head and stomach aches, fever, rashes, injuries, scrapes and other ailments; take and record temperatures; administer first aid to students; perform CPR procedures in emergency situations as needed; assist student with injuries such as cleaning wounds, applying antiseptics and bandages.

Serve as a technical resource to students, parents and staff concerning health services, health care referrals, issues, problems and related information; respond to inquiries and provide detailed and technical information concerning health care procedures and related laws, codes, rules, programs and regulations.

Under direction and supervision of a District Registered Nurse, perform specialized physical health care procedures for general education and special education students; perform catheterizations, G-tube feeding, suctioning and other specialized physical health care procedures as required; notify teachers of student activity restrictions as required.

Perform routine clerical duties such as filing, typing, answering phones, preparing student records/health files, sending faxes and duplicating materials; send and receive emails.

Administer prescribed medications according to physician instructions and established District procedures as directed; monitor student side effects and notify parents, appropriate personnel and agencies as required; review physician notes and orders.

Establish and maintain student health records and files; gather, prepare, maintain and update logs, records, reports and files with student information related to health, physicals, immunizations, billings, medications, illnesses, screenings, emergencies, health office visits, accidents, medical issues and assigned duties.

Input a variety of student health data and other information into an assigned computer system; generate computerized lists and reports as requested.

Compose and distribute a variety of correspondence such as emails, letters, forms and notifications related to student health and assigned activities; prepare, process and verify accuracy and completeness of various forms and applications; duplicate, distribute and collect materials as needed.

Maintain updated immunization records of testing; send follow-up notices to parents; monitor immunization compliance and assist families with immunization compliance issues.

Monitor and document health status and blood sugar levels of diabetic children; review carb counts; attend to the metabolic needs of diabetic individuals by providing care for hypoglycemic or hyperglycemic events; administer appropriate dosage of medication as directed; contact parents with blood glucose levels outside normal limits.

Assist with coordinating vision, hearing, lice or other screenings and tests for students as directed; send test results notices to parents whose children failed screenings and recommend follow up with health care providers.

Maintain the health office in a clean, orderly and safe condition; clean and disinfect tools, work areas, tables and chairs.

Assist students with changing clothes, diapering and toileting as necessary.

Maintain order and discipline in student health office; maintain log of students visiting the health office.

Communicate with parents, health care providers, students, health agencies, other departments and the District Registered Nurse regarding student condition and care.

Report suspected child abuse or neglect according to established procedures.

Operate a variety of office equipment including a computer; operate a two-way radio; drive a vehicle to conduct work.

Utilize standard health care instruments, devices, health screening tools and first aid supplies.

Push wheelchairs to transport students as needed.

Monitor inventory levels of health office supplies and materials; order, receive and maintain adequate inventory levels of health supplies and materials.

Attend and participate in meetings, IEP's, in-services, trainings and continuing education classes related to assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General licensed vocational nursing skills, practices and procedures.
Health office and related medical practices, terminology, procedures and equipment.
Health and safety regulations.
Clean and sterile treatment techniques.
Applicable laws, codes, regulations, policies and procedures including 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.
General health care practices and procedures.
Suspected child abuse or neglect reporting procedures.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Telephone techniques and etiquette.
Public health agencies and local health care resources.
Drug dose calculations.
Safe medication administration and side effects.
First aid methods and procedures.
Personal hygiene practices.
Operation of a computer and data entry techniques.
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.
Oral and written communication skills.
CPR procedures.

ABILITY TO:

Perform a variety of licensed vocational nursing activities and assessments in support of student health services.
Screen and assess medical conditions of students.
Examine students and identify illnesses, injuries and medical emergencies.
Administer first aid, CPR and medications according to established procedures.
Report suspected child abuse or neglect according to established procedures.
Perform specialized physical health care procedures.
Calculate appropriate drug dosage amounts.
Prepare and maintain student immunization and health records and files.
Learn, interpret, apply and explain applicable regulations, policies and procedures.
Compile and verify data and prepare reports related to student health.
Respond effectively and appropriately to emergency situations.
Perform a variety of routine clerical duties.
Operate office equipment and a computer.
Utilize standard health instruments and first aid supplies.
Plan and organize work.
Work confidentially with discretion.
Lift, reposition and move students safely.

Communicate effectively both orally and in writing.
Complete tasks in an environment with constant interruptions.
Establish and maintain cooperative and effective working relationships with others.
Perform clerical duties such as filing, duplicating and typing correspondence.

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 certification.
Valid Licensed Vocational Nurse Certificate.
Valid California Class C Driver's License.

ENVIRONMENT:

Health office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and health instruments.
Hearing and speaking to exchange information in person or on the telephone.
Sitting or standing for extended periods of time.
Lifting, carrying or repositioning students in wheelchairs or students needing assistance.
Pushing wheelchairs to transport students.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.
Seeing to assess student illnesses and injuries.

HAZARDS:

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

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017