

LICENSED VOCATIONAL NURSE**DEFINITION:**

Under the supervision of the Coordinator, Health Programs or credentialed School Nurse designee, assists in the care of children with specialized health care needs, including the performance of specialized health care procedures, administration of medications, the assistance of students with toileting, tube feedings, documentation, and other duties as assigned. Consistent with the Nurse Practice Act of the state of California, tasks may be delegated to the LVN by a credentialed School Nurse. The LVN must be trained and supervised by the delegating nurse, and the health outcomes of the student needing the procedure must be periodically evaluated.

QUALIFICATIONS:

Experience: Any combination of experience and training that would indicate possession of the knowledge, skills and abilities listed below

Education: Possession of a valid State of California License of Vocational Nursing, Possession of a current Infant, Child and Adult AED CPR and First Aid certification.

Other: Possession of a valid California driver's license

DISTINGUISHING CHARACTERISTICS:

- Positions in this class are less than 8 hours.
- When not attending to the specialized health care needs of students, this position assist the credentialed School Nurse in providing health care services.
- This classification requires a minimum of a valid California license as a Vocational Nurse (LVN).
- Employees in this position are expected to provide first aid and life saving techniques to students without direct nursing supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Health Services Coordinator designee, incumbent will:

(Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.)

- Provide emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, dysreflexia, and other medical emergencies.
- Perform sterile and/or clean urinary catheterizations, blood glucose monitoring, oral suctioning, suctioning of tracheostomies, care of ostomies, operation of medical and/or mechanical devices required for the care of students, and specialized health care procedures for elimination needs and toileting.
- Perform feedings for physically impaired students including gastrostomy tube feedings, nasogastric tube feedings, and specialized health care procedures for other feeding needs.
- Participate in the administration of nursing care described in Emergency Care Plans, Individualized Health Service Plans, Individualized Education Plans or other written plans of care for students under the direction of the credentialed School Nurse.
- Monitor general well-being of children as needed including the measurement of vital signs, the presence of possible communicable disease, the assessment of illness or injury, and provision of other care as needed.
- Assist in the administration of prescription and over-the-counter medications as needed, per FCUSD policies and procedures, the Nurse Practice Act, and other applicable federal, state and local regulations, and monitors students for any unexpected, abnormal or allergic reactions to medication.
- Assist credentialed School Nurse in mandated screening programs.
- Participate in the positioning of students as needed, including positioning on therapeutic equipment.
- Assist in providing medically prescribed therapeutic exercise, as needed.
- Appropriately document all nursing assessments, interventions and student outcomes, and appropriately communicate with delegating or supervising credentialed School Nurse.
- File health materials and records, prepare records, periodic and special reports, complete accident reports, screen student records for compliance with immunization laws under the direction of the credentialed School Nurse.
- Alert parents of needed immunizations and maintains communication until records are provided under the direction of the credentialed School Nurse.
- Participate in follow-up of students with vision, hearing, dental needs, scoliosis or other health issues.
- May be required to ride a school bus or other transport vehicle to provide nursing care to students being transported via district transportation services, as needed.
- May be required to accompany students on field trips in order to provide specialized health care procedures and/or general nursing care, as needed.
- May be required to drive personal vehicle from school site to school site or field trip destination to meet health needs of students.
- Comply with the Nurse Practice Act, the Business and Professions Code, California Education Code, and all other federal, state, and local regulations and laws, as well as all Folsom Cordova Unified School District and Health Programs Department policies and procedures, goals and objectives.

LICENSED VOCATIONAL NURSE

- Establish and maintain good communication and effective professional working relationships with students, parents, school nurses, health assistants, teachers, administrators, coworkers, special education personnel, the general public, and all others with whom the LVN must interact.
- Demonstrate professional standards of care, including confidentiality, the maintenance of vocational nursing skills, documentation of care, and the modeling of safe, prudent and healthful work behaviors and practices.
- Work to identify and eliminate unsafe or unhealthful school and/or work area conditions.
- Perform other duties as assigned.

KNOWLEDGE:

- Appropriate handling of clerical procedures and office machines; computers and word processors
- Correct English usage, grammar, punctuation and spelling and health and medical terminology

ABILITIES AND SKILLS:

- Competently respond to the first aid needs of injured and ill students and/or staff
- Present a professional appearance, a calm and pleasant manner in person, or by phone, and enjoy working with and being patient with children and adults
- Understand scope of practice, accepts responsibility and accountability for actions, type
- Perform routine clerical work
- Carry out oral and written directions
- Maintain the ability to move and assist injured or ill students and/or staff
- Maintain the physical ability to perform occasional exertion of 25 to 50 pounds in providing health care to injured, ill or medically fragile students
- Professionally respond to possible exposure to bodily fluids, communicable diseases, and display appropriate blood borne pathogen precautions
- Possess sufficient vision to see small print, sufficient hearing to hear normal telephone conversations, and sufficient dexterity to write, operate telephones, computers and other business machines

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described 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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.