



# Romoland School District

## **JOB DESCRIPTION**

### **LICENSED VOCATIONAL NURSE**

#### **SUMMARY**

Under the supervision of the Director of Pupil Services and under the professional direction of a California credentialed District Nurse, a Licensed Vocational Nurse may be required to implement specialized health care procedures; provide services related to student health and physical needs in various environments and circumstances; perform basic first aid, record keeping and clerical duties; and assume and perform related work as necessary or required. Assignments may include working at more than one location and with multiple students requiring special care.

#### **REPRESENTATIVE DUTIES and RESPONSIBILITIES**

Works cooperatively with the District Nurse and Administration. The level of supervision (immediate, direct or indirect) required to administer the provision of specialized physical health care services shall be determined by the credentialed school nurse. This professional shall determine both the competence of the qualified designated persons and the level of supervision required. The District Nurse will routinely assess the LVN's skills; provide training, including return demonstrations and scheduling on-the-job training.

#### **Duties:** (listed are typical, but not exclusive)

- Provides diabetic coverage for Type 1 and Type 2 diabetics; blood glucose monitoring and management, carbohydrate counting, and insulin administration per physician orders.
- Provides specialized health care procedures under specified written provisions approved by physician and District Nurse with the parent's written request under supervision of the school nurse..
- Administers prescribed medications according to instructions and District policies.
- Administers emergency health care plan as designated by the District Nurse, parent and physician.
- Evaluates student symptoms, determines appropriate minor first aid intervention, seek advice and counsel from the District Nurse; may summon paramedic or other medical assistance.
- Provides medically necessary, sound and approved assistance to ill/injured students.
- Makes appropriate notifications, keeps records regarding student illness and injury, and performs necessary follow-up.
- Records appropriate medical procedures on daily log.

**Duties:** (Continued)

- Provides staff with current information regarding specific health problems of their students..
- Arranges for health screening, assists District Nurse with screening and follow-up; records test and other data in records, files.
- Inspects students for presence of communicable diseases and/or parasites, and notifies school nurse.
- Implements and monitors procedures for the safe storage and administration for medications and may administer prescribed medications.
- Performs and/or assists in toileting, diapering, intimate hygiene, cleaning and dressing students as necessary.
- Participates in routine in-service training as required.
- Demonstrates and models safe, prudent work behaviors and practices that result in a safe and healthy environment.
- Assist Special Education personnel on IEP's as directed by school nurse.
- Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Special program goals and objectives, general concepts of child development and characteristics of children with special needs.
- Physical, emotional, general and specific health needs of regular and disabled students.
- Practices for promoting student health and hygiene.
- Skills and abilities in vocational nursing, first aid, CPR, administration of medications, performing specialized health care procedures and techniques, detecting signs and symptoms of child abuse, infection control procedures, hazardous waste management, and record keeping and reporting.
- Appropriate English usage, spelling, grammar, punctuation, and telephone etiquette.
- Standard safety precautions, proper techniques for handling and disposing of hazardous materials.

**Ability to:**

- Work independently, utilizing good judgment in seeking assistance of school Nurse as appropriate and in situations where specific medical knowledge is required.
- Communicate effectively one-on-one and in small groups.
- Exercise judgment in dealing with emergencies and special health needs under direction of school nurse.
- Handle emergency situations calmly and effectively.

**Ability to:** (continued)

- Use discretion in handling confidential records.
- Establish and maintain effective relationships with students, parents, staff, and other health care professionals and the general public; effective communication and interpersonal skills.
- Maintain detailed and confidential records.
- Understand and carry out oral and written instructions.
- Accurately type documents, reports and other written communication.

**EMPLOYMENT STANDARDS**

**Education and Experience:**

- One to two years of nursing related experience working with medically fragile children or adults, preferably in a school setting.

**Licenses and Certificates:**

- Possess and maintain a valid State of California License of Vocational Nursing.
- Possess and maintain a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certificate.
- Possess and maintain a valid and appropriate State of California driver's license.

**OTHER**

- Reliable transportation is required; will be reimbursed for actual mileage.
- Proof of Tuberculosis clearance is required every four years.
- Fingerprint clearance by the California Department of Justice is required.

**PHYSICAL DEMANDS and WORKING CONDITIONS**

- Work is performed primarily in the school facility health offices; however, some duties may require occasional work outdoors, or in inclement weather or disaster situations.
- The position will require moving from school-to-school during the day.
- Physically demanding work requiring occasional exertion of 25-50 pounds in providing specialized health care to injured, ill or medically fragile students.
- Possible exposure to blood-borne pathogens, communicable diseases, assaultive behaviors and other physically demanding conditions.
- Occasional schedule changes may occur.

**EMPLOYMENT STATUS:** Classified Bargaining Unit

**WORK YEAR:** 190 Days

**Board Approved:** 6/10/2014

