



JOB DESCRIPTION

Licensed Vocational Nurse

Reports to:	Assistant Superintendent, Student Services	Employment Group / Salary Range:	CSEA Range R
Dept:	Student Support Services	FLSA:	N/A
Annual Work Days:	183	Formal Review Date: Board Approval Date:	11/6/23

PRIMARY FUNCTIONS

Under general supervision, assists in the implementation of the District school health program; provides direct medical services to meet the needs of students and staff; maintains student medical records; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides a variety of health services for ill or injured students; screens students for health conditions and complaints; administers first aid to students; performs CPR procedures in emergency situations as needed.
- Notifies parents, staff and others of student illness, injury, health issues/concerns, and emergencies.
- Administers medication to students according to Board policy and District procedures.
- Collaborates with other professionals regarding implementation of health-related Individual Education Plan (IEP); implements specialized health care procedures within scope of practice such as blood sugar testing, insulin administration, catheterization, blood pressure readings, oral suction, gastrostomy tube feedings, seizure procedures, turning and lifting routines and assistive apparatus.
- Assists other medical professionals with coordinating and performing vision, hearing, lice or other screenings and tests for students as directed; sends test result notices to parents whose children failed screenings and recommend follow up with health care providers.
- Communicates with parents, health care providers, students, health agencies, other departments and other medical personnel regarding student condition and care.
- Prepares first aid kits and medications for field trips.
- Maintains the health office in a clean, orderly and safe condition; cleans and disinfects tools, work areas, tables and chairs; monitors inventory levels of health office supplies and materials; orders, receives and maintains adequate inventory levels of health supplies and materials.

- Compiles, maintains and files all physical and computerized reports, records and other required documents, including accurate, updated records on all students including immunizations records, medication administration records, and individual student treatment records; assists with medical billing and reimbursements.
- May drive a vehicle to conduct work.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Completion of a course of study in vocational nursing and at least one year of vocational nursing experience; or an equivalent combination of education and experience.

Licenses, Certificates and Other Requirements:

- A current Vocational Nurse certification and license to practice in the State of California.
- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.
- Valid First Aid and Basic Life Support certificates are required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, concepts and techniques used in vocational nursing.
- First aid, CPR, administration of medications, performing specialized health care procedures and techniques, detecting signs and symptoms of child abuse, and infection-control procedures.
- Drug dose calculations, safe medication administration and side effects.
- Health office and related medical practices, terminology, procedures and equipment.
- Clean and sterile treatment techniques.
- District rules, regulations and requirements related to student health and school nursing.
- Applicable laws, codes, regulations, policies and procedures including HIPAA and child abuse reporting.
- District policies and state regulations concerning immunization of school-aged children.
- Universal health precautions, proper techniques for handling and disposing of hazardous materials.

Skills and Abilities to:

- Perform a variety of licensed vocational nursing activities and assessments in support of student health services.

- Work with diverse groups of students including students with special needs.
- Exercise judgment in dealing with emergencies and special health needs.
- Handle emergency situations calmly and effectively.
- Lift, reposition and move students safely.
- Use discretion in handling confidential records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software including software used to maintain medical records.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 40 pounds. Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning to calculate drug doses; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works under typical health clinic conditions, including laboratory conditions. Employees work with blood-borne pathogens, bodily fluids and medical waste materials and are subject to exposure to communicable disease. The noise level is usually quiet.

The employee is required to travel to locations throughout the District and may be asked to adjust work schedule to accommodate trainings, meetings with parents or attend school events.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed