

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

CLASS TITLE: LICENSED VOCATIONAL NURSE

BASIC FUNCTION: Under the general direction of the Director of Safety and Student Services, and regular supervision of a credentialed school nurse, perform a wide range of technical and skilled nursing duties and provide physical care for Pre-K to age 22 students within the scope of practice for a Licensed Vocational Nurse; perform specialized health services for students in regular education and special education programs and community based instruction for students, 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.

REPRESENTATIVE DUTIES:

- Participate in the administration of nursing services described in individual education plans or other written plans of care.
- Perform specialized health care procedures, including but not limited to glucose testing, catheterization, blood pressure monitoring, oral suctioning, tracheotomy care, gastrostomy tube feedings, oxygen therapy, chest percussion, postural drainage, ventilator care, manual manipulation of respirator bag, administers ileostomy and colostomy care, and seizure precautions.
- Administer medications such as but not limited to Diastat, insulin, Epi-Pens, immunizations and Tuberculin Skin Tests according to physician instructions and established district procedures; administer medications via gastrostomy tubes as required. Record medication and treatment given as prescribed by the physician.
- Prepare and maintain a variety of records, files and reports related to student health, nutrition, medications and daily health office activities; review records for compliance with applicable regulations; maintain confidentiality of student health information.
- Verify that all procedures are provided under specified written provisions approved by a licensed physician and requested by the parent/guardian.
- Respond to medical emergencies and provide first aid to assigned students.
- Assist with maintaining daily logs and medical records including MediCal billing coordination and Medical Assistance Administration (MAA) billing.
- Provides necessary physical care and emotional support, including assisting students with personal needs, i.e. positioning and ambulation.
- Participate in various meetings for the purpose of receiving and/or providing information, including required staff meetings and in-service trainings, IEP and 504 meetings, conferences with parents, staff and community.
- Report adverse medical conditions of students served through coordination and consultations with school nurse and administrators.
- Adjust specialized wheelchairs, lifts, braces, walkers, or other orthopedic devices and positions or repositions students in same and remove/replaces orthopedic braces/equipment.
- Lift students using a “Hoyer” or similar lifting equipment; diaper students and assist them in maintaining personal hygiene, dispose of catheterization bags, and assist/train students in use of bathroom facilities; assist students in changing clothing or putting on garments; launder soiled clothing as needed; set up food trays and hand-feed; tummy tube feed as required.
- Accompany students on district transportation, assist in the loading and unloading of students from buses, and in the transferring of students to and from classroom, activities and events.
- Performs necessary procedures for diabetic students. Observe diabetic students who self-monitor blood sugar levels and self-administer insulin.
- Prepare reports for district, county, and state agencies.

- Observe progress and behavior of students and communicate regularly with other members of the instructional team.
- Use personal automobile to travel to district sites to perform a variety of nursing duties.
- Assist with maintaining orders for daily medications and emergency supplies of medication; assist with maintaining supplies for health office(s).
- Assist the organization and/or presentation of health-related information and demonstrations to students as approved by the Director of Special Education, District Nurse and school site administrator.
- Monitor and support gathering of medications and paperwork for students participating in the outdoor education program and other educational field trips.
- Administer first aid and CPR. Take vital signs including temperature, pulse, blood pressure, respiration, height and weight and make appropriate entries on medical/health records.
- Assist with training staff on specialized healthcare procedures that are ordered by a physician.
- Assist in planning and implementing suitable learning experiences for students, including the preparation and maintenance of instructional materials.
- Assist students in learning or using special equipment, in the development and maintenance of appropriate social behaviors, modeling gross motor skills and independent mobility, and in instructional activities.
- May assist with community-based instruction.
- Assist in the supervision of students at assigned task in and out of the classroom setting, including supervising and/or participating in playground activities.
- Perform a variety of clerical and recordkeeping activities.
- Perform a variety of custodial duties to maintain facility in a clean and sanitary manner.
- Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

Knowledge of:

Nursing care principles and practices pertaining to the scope of practice
 Applicable laws, codes, rules and regulations related to assigned nursing activities
 Child growth and development principles as they relate to children with disabilities and special needs
 Health office practices, terminology, procedures and equipment
 Medical symptoms and conditions applicable to school-aged children
 Uses and effects of prescribed medications, as well as potential complications
 Accepted methods and principles of personal hygiene
 Health and safety regulations
 First aid and CPR procedures
 Confidentiality laws relating to student records
 Methods for effective cooperation with district staff, parents, and other adults
 Operation of a computer and assigned software
 Record-keeping and report preparation techniques
 Interpersonal skills using tact, patience and courtesy
 Effective verbal, non-verbal, and written communication skills
 Emergency crisis management techniques
 Correct English usage, grammar, spelling, punctuation and vocabulary

Ability to:

Provide a variety of specialized health services to students
 Administer prescribed medications according to physician instructions and established District procedures
 Perform specialized medical procedures such as tracheostomy care, catheterization, and gastrostomy feedings
 Screen students for various health and safety concerns

- Compile data and prepare reports
- Train and provide work direction to others
- Learn, interpret, apply and explain District health policies
- Perform physically demanding work in lifting, transferring and assisting students
- Make accurate mathematical calculations, such as add, subtract, multiply, and divide
- Perform routine clerical support duties
- Work independently with little direction
- Administer first aid and CPR to students
- Observe health and safety regulations
- Utilize a variety of health instruments and office equipment
- Interpret, apply and explain applicable laws, codes, rules and regulations
- Maintain confidentiality of sensitive and privileged information
- Communicate effectively verbally, non-verbally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Complete work with many interruptions
- Operate a computer and assigned software
- Prepare and maintain records related to assigned activities

EDUCATION: Graduation from high school and completion of a Licensed Vocational Nursing program approved by the California Board of Vocational Nursing and Psychiatric Technicians. A Registered Nurse license may be substituted. BA/BS degree from an accredited college or university is highly desirable.

EXPERIENCE: One year of experience providing physical care to disabled persons or working in a health care service environment.

POSSESS AND MAINTAIN THE FOLLOWING:

- Valid California Vocational Nurse License – A Registered Nurse license may be substituted.
- Valid First Aid and CPR Certificate
- Valid California Class C Driver’s License at time of appointment and throughout employment
- Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement and continues to maintain insurability
- Personal transportation for job-related travel throughout the district

PHYSICAL DEMANDS: Incumbents in this class must be able to stand and sit for extended periods of time; walk, kneel, stoop/bend repeatedly; lift, carry, push and/or pull up to 50 lbs, unassisted, and over 50 lbs with assistance; use both hands and legs simultaneously, reach over head, pull hand over hand, use fingers repetitively twisting or applying pressure with wrists or hands; have rapid mental/muscular coordination; maintain balance; have depth perception, see to read small print and distinguish shades; must speak clearly and hear normal voice conversation; and use a telephone and a computer.

WORKING CONDITIONS: Incumbents in this class work inside and outside, with direct contact with students, staff, and public; work around foul odors, loud noise; work with exposure to bodily fluids, bloodborne pathogens, minor and/or major contagious illnesses; wear gloves; work in negative interpersonal situations (irate students or parents); and work with continuous interruptions and changing priorities; subject to emergency medical situations; driving a vehicle to conduct work.

SALARY RANGE: 66

ADOPTED BY PERSONNEL COMMISSION: August 14, 2013

ADOPTED BY BOARD OF EDUCATION: August 20, 2013