

GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: SPECIALIZED HEALTH CARE (LVN) RANGE L

DEFINITION OF POSITION

Under the supervision of the site administrator perform specialized physical health care services for students; identify specific health problems and report to school nurse; travel to various school sites to perform a wide variety of nursing duties; prepare and maintain a variety of health records; maintain a healthy and safe environment for students and staff.

ESSENTIAL FUNCTIONS

- Perform specialized physical health care services for students including suctioning, blood sugar testing, medication administration, catheterizations, drip and tube feeding administration, changing diapers and other specialized nursing services; operate specialized medical equipment and instruments in the assessment and treatment of individuals.
- Travel to various school sites within the District and perform a wide variety of nursing duties; take temperatures; assess illnesses and injuries and apply first aid as needed; assess and assist students with seizures; check for head lice, skin abnormalities and other conditions; obtain vital signs.
- Maintain a healthy and safe environment for students and staff; provide information to staff, students and parents regarding safety issues, hand-washing practices, and other health-related matters.
- Prepare and maintain records, reports, doctor orders and parental consents related to assigned activities; maintain student cum files immunization records as needed.
- Respond to emergencies, evaluate condition of students and provide health instruction and care as needed.
- Discuss student's health with parents and arrange for transportation as needed.
- Communicate with District Office, school personnel and outside organizations to exchange information, refer students, report suspected child abuse, coordinate activities and resolve other health-related issues and concerns.
- Assure cleanliness and sanitary conditions of medical instruments and offices.
- Perform other related duties as assigned.

Knowledge of:

- District policies and State regulations concerning student immunization;
- Modern medical terminology, equipment and techniques;
- Accepted methods and principles of personal hygiene;
- Basic diagnostic methods for medical conditions and diseases;
- Contracted student transportation policies
- Accepted medical assessment techniques
- Interpersonal skills using tact, patience and courtesy;
- Public health agencies and local health care resources;
- Health and safety regulations;
- Operation of specialized medical equipment, machines and instruments;
- Record-keeping techniques.

Ability to:

- Travel to various school sites within the District and perform a wide variety of specialized health care duties;

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Ability to (cont.):

- Maintain a healthy and safe environment for students and staff;
- Record data and information;
- Establish and maintain files, records, reports and referrals;
- Communicate clearly and concisely, both orally and in writing;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Maintain current knowledge of technological advances in the field;
- Work independently with little direction;
- Prioritize and schedule work;
- Operate a variety of specialized medical equipment, machines and instruments;
- Maintain confidentiality of student medical records.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate various medical instruments.
- Seeing to assess medical conditions and perform first aid.
- Bending at the waist, kneeling or crouching to assist students.
- Lifting moderately heavy children from wheelchairs to tables as needed.
- Carrying, pushing or pulling moderately heavy objects such as wheelchairs.
- Cleaning chemicals.
- Bloodborne pathogens and bodily fluids.
- Communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES

- Attend a variety of meetings to maintain current knowledge of medical laws, rules, regulations and technological advancements in the field of medicine.

EXPERIENCE AND EDUCATION

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:

Experience:

- One year related experience.

Education:

- High school diploma or equivalent.

License or Certificates:

- Current valid California State License as a Licensed Vocational Nurse.
- Possession of a valid CPR and First Aid Certificate.
- Possession of a valid California Driver's License.