

CYPRESS SCHOOL DISTRICT

CLASS SPECIFICATION

LICENSED VOCATIONAL NURSE

DEFINITION

Under the general oversight of the Director, Special Education/Student Services, and supervision of a credentialed school nurse and consistent with licensing requirements, applicable laws and regulations, and school nurse direction, perform specialized health services for students in regular education and special education programs; 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 educational plans or other written plans of care under the direction of the school nurse
- Perform specialized physical health care procedures prescribed by the student's physician, including gastrostomy and nasogastric feedings, catheterizations, tracheotomy care, suction, ostomy care, diaper changes, administration of the epi-pen and monitoring students on oxygen and ventilators or other services that require medically related training
- Administer insulin or assist in the administration of insulin to diabetic students, including the calculation of proper insulin dosages
- Appropriate administration of rectal diastat
- Administer medication pursuant to physician's instructions
- Initiate emergency procedures as needed, including, but not limited to, administering minor first aid and CPR to students and activating EMS or other follow-up care
- Assist with providing basic first aid
- Prepare accurate reports for district, county, and state agencies
- Accurately document nursing activities
- Assist in maintaining daily logs and medical health records
- Assist in ordering, receiving, and maintaining appropriate inventory levels of medical supplies as assigned
- Provide support and act as resource for all staff and parents
- Assist in providing appropriate health instruction to students through the implementation of the health care plan
- Assist in preparation and set-up of health trainings
- Assist with arrangements and follow-up for health testing programs, such as district-wide hearing and screening
- Participate in health conferences with parents, staff, and community resources as directed by the supervising school nurse

- Attend in-service trainings, workshops, seminars and meetings as assigned
- Perform duties at a various sites using insured personal automobile for transportation
- May ride to and from school on the bus with a student
- Perform related duties as assigned

ORGANIZATIONAL RESPONSIBILITIES

Positions in this class are part of the Special Education/Student Services Department and operate under the supervision of the Director. The licensed vocational nurse is under the oversight of, and receives guidance from, the school nurse.

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Laws and regulations relating to the role of the LVN
- Laws and codes related to the administration of health services
- Needs of medically fragile students
- Correct medical procedures for specialized health needs
- Clinical and health office apparatus
- Emergency medical treatment
- Medication administration
- Basic First Aid and CPR
- Safe contact with bodily fluids, blood-borne pathogens, and communicable diseases
- Motivation techniques for atypical students
- General goals of special education in the public schools
- Community health resources
- Accepted record keeping and reporting methods and strategies
- Confidentiality law relating to student records
- Computers and computer software such as word processing and database entry
- Facial, body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally

Ability to:

- Perform specialized health procedures such as giving intramuscular and subcutaneous injections when prescribed by a physician, and administering insulin and caring for diabetic students
- Monitor and treat the physical and mental health of students, recognizing when to notify the school nurse of conditions that may require additional intervention
- Dispense medication pursuant to physician's instructions
- Assist disabled students in areas related to activities of daily function such as feeding, toileting, exercises, and positioning
- Lift and move students safely
- Push or pull a variety of tools or equipment

- Establish and maintain effective and cooperative relationships with students, school personnel, parents, and the public
- Communicate clearly and effectively verbally and in writing
- Effectively utilize word processing, database, and spreadsheet programs to develop and produce correspondence and reports
- Deal with stressful situations in a calm, professional manner
- Be flexible in scheduling workload
- Maintain regular attendance and punctuality
- Maintain professional competence through continuing education coursework or experience

Education and Experience:

- High school graduation or equivalent, and one year vocational training from an accredited nursing school
- Nursing experience in a hospital, clinic, or school environment, preferably including experience in dealing with preschool and school age children

License Requirements:

Must hold and maintain throughout employment the following:

- Valid California Licensed Vocational Nurse license
- Valid CPR Certificate
- Valid First Aid Certificate
- Valid California Driver's License and the ability to maintain insurability

PHYSICAL DEMANDS, MENTAL DEMANDS, AND WORKING CONDITIONS

Positions in this classification may perform duties in both indoor and outdoor work environments. The physical demands of these positions include sitting or standing for extended periods of time; bending at the waist, kneeling or crouching to assist students; hearing and speaking to exchange information; smelling; seeing to read (medical instructions and records) and for distance (as corrected if necessary); use of hands to finger, handle, or feel objects, tools, or controls; reaching with arms, out and above head, to grab objects; occasional lifting, pushing, moving, and/or pulling of moderate to heavy weights up to 50 pounds or up to 80 pounds with assistance from ground, waist, and chest level; and travel over uneven terrain that may include gravel, dirt, or stairs. Employees in these positions may be exposed to communicable diseases, contact with blood and other body fluids, and physical injury from aggressive behavior.

While performing the duties of this class, the employee is regularly required to use effective written and oral communication skills; read and interpret medical orders and directives; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under deadlines with frequent interruptions; and interact with county and state representatives, site and District administration, faculty and staff, parents, students, physicians, and others encountered in the course of work.

Adopted: January 16, 2014