



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>REGISTERED NURSE (RN)</u>			
DEPARTMENT/SITE:	Nursing and Health Services / Itinerant	SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	46 per 2023-2024 Schedule
		WORK YEAR:	12 Months (240 Days)
REPORTS TO:	Coordinator, Nursing and Health Services	FLSA:	Non-Exempt

BASIC FUNCTION:

Under the direction of the Coordinator, Nursing and Health Services and indirectly supervised by the Credentialed School Nurse (CSN), provide a variety of health services to students at assigned school sites; perform student specialized health procedures to students who are medically fragile and/or at risk of life threatening incidents, complete required health documentation and state mandated reports in accordance with applicable laws and regulations; prepare and maintain student health records and assist with on-call nursing coverage for extended learning programs and for assigned school sites during the school day. Assist the CSN with student case management within their scope of practice and according to state laws. The incumbents in this classification assist in providing students with specialized healthcare services which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

Registered Nurse (RN) assists the Credentialed **School Nurses (CSNs)** with implementing student Individualized Healthcare Plans (IHPs), performing specialized healthcare procedures, assessing student health concerns in order to identify needs, and assist with implementation of Nursing and Health Services programs. The **Licensed Vocational Nurse (LVN)** provides a variety of specialized healthcare procedures to students who are medically fragile and/or at risk of life-threatening incidents; administers basic first aid and screens ill or injured students in accordance with applicable laws and regulations; prepares and maintain student health records.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Assist CSN as directed; assess student health concerns to identify needs, maintain student health records and student health profile; contact other schools and physicians to request health records; record health screening results and assist with coordination of Nursing and Health Services programs; provide support and acts as a resource for assigned school sites and District staff; may assist CSN in adjusting daily schedules for LVN's and Health technicians as needed to ensure coverage for absences; determine appropriate plan of action based on nursing judgment and District procedures; assist with on-call nursing coverage for extended learning programs and for assigned school sites during the school day.

Provide specialized healthcare procedures including urinary catheterization, blood glucose testing, insulin administration, tube feeding, medication through feeding tubes, G-tube button replacement, emergency medication administration, tracheostomy care, suctioning, administration of oxygen and other procedures as needed; lift, position or move students according to established procedures as needed.

Follow and assist in the enforcement of the Nursing and Health Services Medication Procedure; monitor student immunization records; review immunization records to determine compliance with State laws and requirements; follow and assist in the enforcement of the Nursing and Health Services Immunization Procedure.

Assist with coordinating vision, hearing and various other screening tests and clinics for students as appropriate; maintain related records.

Assist with communicable disease control and assist in the enforcement of the Nursing and Health Services Communicable Disease Procedure.

Provide emergency medical care in the event of serious illnesses or accidents and follow the District 911 Procedure; assists with maintaining the emergency/disaster plan and related supplies; follow and assist in the enforcement of the District Emergency Procedures and complete annual training requirements.

Communicate with personnel, students, parents, and various outside agencies to exchange information, interpret health problems of students, refer students to appropriate health resources and resolve issues or concerns; refer major concerns to the CSN as appropriate; Counsel students/parents/staff regarding students' health problems.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

Operate specialized and other standard health care instruments; operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a personal vehicle to various school sites to conduct work.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Specialized and standard health care practices, terminology, procedures, and equipment. Regular and special education methods and procedures involved in working with student's special healthcare needs.

Child abuse reporting and related regulations

Applicable laws, rules and regulations related to assigned activities.

Applicable health, medical, and safety regulations, methods, and terminology.

Applicable state and federal laws, codes, regulations, policies, and procedures including those related to Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA), and Family Educational Rights and Privacy Act (FERPA).

Case management techniques.

Basic First Aid, Basic Life Support (BLS), and CPR/AED procedures.

Clean and sterile treatment techniques.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Successfully complete annual student health procedure skills lab according to standards of practice.
Provide a variety of specialized health care procedures to students who are medically fragile and/or at risk of life-threatening episodes.
Screen students for various health and safety concerns.
Administer First Aid, Basic Life Support (BLS), and CPR/AED, and maintain current certifications.
Work well with students with specialized healthcare needs and their teachers.
Prepare and maintain student health records.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Respond effectively and appropriately to emergency situations.
Deal with stressful situations in a calm, professional manner.
Be flexible in scheduling workload.
Follow District and Health Services procedures.
Observe health and safety regulations.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Complete work with many interruptions.
Operate a computer and assigned software.
Work confidentially with discretion.
Lift and maneuver students as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from an accredited school of nursing certifying clinical competence as a Registered Nurse. Experience working with students in an education setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

Current, valid, and unencumbered California Registered Nurse License
Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR), Basic Life Support (BLS), Automated External Defibrillator (AED), and First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in CPR, BLS, AED, and First Aid.
Valid California Driver's License and ability to maintain eligibility for automobile insurance.

WORKING CONDITIONS:

ENVIRONMENT:

Itinerant- schedule determined by assigned Coordinator of Health Services to meet the needs of the students and school sites.
Driving a vehicle to various sites to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate medical equipment.
Hearing and speaking to exchange information.
Regularly lift and move students as assigned by the position.
Bending at the waist, kneeling, or crouching to assist students.
Reaching overhead, above the shoulders and horizontally to retrieve supplies.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and screen student health conditions.
Running to the scene of a medical emergency.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: PC:06/22 GB 06/22 New

Revised (EH&A / MGT Consulting) PC: 02/24 GB: 03/24