

## **LICENSED VOCATIONAL NURSE**

### **DEFINITION**

Under the supervision of the Director of Special Education and the professional direction of the District Nurses, the Licensed Vocational Nurse (LVN) provides direct clinical care to meet the health needs of students, documents and maintains students' health information as required by federal/state/local agencies, and provides appropriate care and referral for ill, medically fragile, and/or injured students.

### **ESSENTIAL FUNCTIONS:**

- Perform work under the direction of a District Nurse and carried out in accordance with provisions of the LVN license
- Administer medication (including necessary injections) to students in accordance with state laws and county policies and procedures
- Work with District Nurse to provide support to school staff concerning health needs of individual students, (e.g. students with diabetes, seizures, asthma, and severe food allergies)
- Perform medical treatment of students as a result of illness, injury, seizure or medical problems occurring at school
- Perform a variety of medically specialized health care duties, including administering medication orally or through a g-tube, administer g-tube feedings, suction trachea and/or student nose and mouth, time, monitor and maintain records of student seizures
- Assist District Nurse (e.g. physical exams, document medications, weight and height) for the purpose of providing hearing and/or vision screening, verification of medication, etc.
- Communicate with and respond to inquiries of District Nurse and other staff members, the public and parents regarding any school site medical problems, for the purpose of providing information and/or direction
- Respond to emergency situations involving students and student behavior when injury or health issues are involved
- Clean work areas (e.g. sinks, counters, feeding equipment, suction machine, etc.) for the purpose of maintaining a sanitary environment
- Provide assistance in toileting for a student who needs such assistance
- Perform record keeping and basic clerical functions for the purpose of supporting the school site in maintaining student health files and providing materials
- Prepare documentation (e.g., immunization certificates, medical emergency cards, accident reports, inventory supplies, and orders) for the purpose of providing written support and/or conveying information
- Attend IEP meetings for students with significant health needs
- Follow written and oral direction
- Establish and maintain cooperative relationships with management, other employees and persons contacted through the course of work
- Participate in District in-service training as required
- Utilize and promote the 40 Developmental Assets
- Support the District's Strategic Plan
- Perform related duties as assigned

### **QUALIFICATIONS:**

Knowledge of:

- Standards of excellent service
- Methods and practices of performing routine medical/physical procedures and care of medically complex students, including administering medicines and feeding through g-tubes and performing

trachea care and suctioning, and giving injections, recognizing facial, body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally

- Laws and regulations applicable to the role for the LVN
- Universal precautions and control of infectious diseases, including handling blood or bodily fluids
- Safe work practices and safe procedures for performing physical care for medically fragile students
- Child abuse reporting requirements and prevention strategies
- Basic math, including calculation of fractions, percentages and/or ratios
- The 40 Developmental Assets

Ability to:

- Successfully pass a basic skills test to be eligible for employment in this classification
- Participate and comply with the District's basic requirements in the DMV Employer Pull Program - Authorization for Release of Driver Record Information
- Pass pre-employment physical
- Maintain consistent, punctual and regular attendance
- Understand and carry out written/typed/emailed, documents and oral directions
- Read a variety of manuals and write documents following prescribed formats and/or present information before groups
- Communicate clearly and effectively in English
- Comply with all district, state and federal rules, policies, regulations, and laws
- Use good judgment in the application of District and school policies
- Demonstrate tact, diplomacy and good judgment
- Deal with sensitive and difficult situations
- Demonstrate intellectual capabilities in order to exercise sound judgment
- Work effectively and efficiently both independently and as a member of a team to contribute to a positive work environment
- Establish and maintain cooperative and productive working relationships with supervisor(s), all SJUSD staff (site and District), and the public
- Communicate effectively with diverse staff, students, and community members including varying economic and education levels; demonstrate effective interpersonal skills
- Adapt to changing work priorities, remaining flexible and focused during interruptions and distractions
- Problem solve to analyze issues, create plans of action, reach solutions and when to contact the nurse for assistance
- Memorize and recall facts, figures and information
- Remain calm and respond appropriately in a stressful emergency situation
- Comply with demanding timelines, schedules, and commitments
- Observe and interpret student's non-verbal communications, including facial expressions, oral sounds and body language to identify potential problems before they become serious
- Maintain detailed and confidential student records and files
- Utilize a wide variety of job-related equipment
- Speak Spanish (desirable)

#### EDUCATION:

(diplomas/degrees/certificates)

- High School Diploma or General Education Diploma (GED)
- Completion of all coursework in good standing from an accredited college or university required for that institution's Licensed Vocational Nursing program
- Valid First Aid or Red Cross Community First Aid and Safety certificate and CPR/AED certificate, issued by an authorized agency

- Current California Vocational Nurse License in good standing

EXPERIENCE:

- At least one year of experience working with medically complex children in an organized setting preferred

WORKING CONDITIONS:

Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment; constant interruptions
- Outdoor environment; drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations and companies, meetings and workshops

Physical Abilities:

- Pre-employment physical
- Hearing and speaking to communicate within normal range (approximately 60 decibels), give directives to small or large groups of people and exchange information in person and on the telephone
- Read printed material and computer screens
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Ability to lift and carry 30 pounds
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Ability to sit, stand, stoop, bend, climb and walk
- Ability to climb a ladder for purposes of inspection when necessary
- Ability to work in a wide range of weather conditions

EQUAL OPPORTUNITY EMPLOYER

Board Approved: 12/11/12