



## **LICENSED VOCATIONAL NURSE (LVN)**

Department/Division:	Educational Services
Reports To:	Director, Special Education
Provides Direction To:	Health Liaison
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	August 26, 2019
Date Adopted by Board:	September 11, 2019
Salary Schedule:	Classified

### **DEFINITION**

Under the supervision of the Director, Special Education and/or a Registered School Nurse (RN), the Licensed Vocational Nurse (LVN) performs specialized health services for students in regular and special education programs, within limits of licensure and school nurse directions; administers medications and performs other specialized physical health care procedures in accordance with physician orders; performs medical assessments of students as a result of illness, injury, seizure, or other medical problems occurring at school; maintains health records; communicates with parents, school site and district personnel regarding health related matters; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The LVN must possess a California Vocational Nurse or Registered Nurse License and is directly responsible to the School Nurse, but will be supervised and evaluated by the Director, Special Education. The incumbent must be able to perform specialized health care procedures efficiently and understand the needs of medically complex special education students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Monitor the physical and medical conditions of students in assigned schools; make medical assessments of students resulting from illness, injury, seizure or other medical problems occurring at school.
- Follow procedures for students as stipulated in the Individual Health Service Plan (IHSP).
- Review student immunization and health records and assist families to assure compliance with immunization laws.
- Provide emergency medical care in the event of serious illness or accident, including CPR and First Aid as required, and activating EMS or other follow-up care.
- Perform specialized health services to students including, but not limited to; toileting assistance, diaper changes, catheterization, gavage feeding, gastrostomy tube feeding, ostomy care, tracheotomy care, suctioning, blood glucose testing, administering insulin, monitoring students on oxygen and ventilators, and assisting in physically positioning and/or transferring students as required.

- Provide students with standardized information in areas related to hygiene, sleep habits, drug and alcohol abuse, fitness and nutrition.
- Dispense medication pursuant to physician instructions.
- Collaborate with teachers, parents, and physicians concerning medications needed, side effects, refills, and adjustments to medications.
- Communicate with the RN, school staff, and parents as necessary regarding any school site medical issues; update RN regarding any changes in a student's condition or changes in the doctor's orders.
- Provide appropriate and required health related training for school staff.
- Maintain records of all services provided for each student, including medications and feedings administered, and trachea and other care provided; complete incident and contact reports; maintain records of bruises and marks.
- Prepare for review, reports for assigned school(s), district, and county and state agencies.
- Maintain confidentiality regarding student health.
- Monitor student activities in the classroom setting, as assigned.
- Travel to various school sites to perform a variety of nursing duties.
- Provide follow-up for health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screening.
- Assist school personnel, as assigned, to ensure student health and safety.
- Monitor and maintain inventory of medical supplies, including first aid kits; assist in ordering, receiving.
- Attend appropriate in-service training, workshops, and meetings, as assigned.
- Manage caseload, prioritize work, keep and maintain accurate records, meet deadlines.
- Maintain professional competence through continuing education course work or experience; keep informed of current practices and trends in assigned area and meet new safety and/or technology standards.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Laws and regulations applicable to the role of a LVN; public health agencies and local health care resources.
- Accepted safety standards, practices and procedures of the industry, including Occupational Safety and Health Administration (OSHA) and Cal-OSHA guidelines and requirements, and strategies and practices for work place safety in a health care environment.
- Medication management of children and adolescents.

- Modern medical terminology, equipment, techniques and methods.
- Child/adolescent development and guidance principles related to disabled and/or at-risk youth, including family and community involvement; problems and concerns of disabled and/or at-risk youth.
- Universal precautions and control of infectious diseases.
- Child abuse reporting requirements.
- Administrative practices and procedures, including record keeping and filing practices and procedures.
- CPR, first aid, and appropriate activities for the care and disposition of severely handicapped students in a school setting.
- Methods and practices of performing routine medical/physical care of medically complex students, including administration of medicines, g-tube feedings, trachea care and suctioning.
- Facial, body language and other indicators of physical discomfort and distress in a child who is unable to communicate verbally.
- Technology and computer software applications relative to instruction, administration, and education.
- Oral and written communication skills in English; effective oral communication to conduct and participate in meetings.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

**Ability to:**

- Perform all essential duties of the position.
- Perform job under stressful conditions.
- Provide basic nursing skills to administer health care to severely handicapped children.
- Identify and monitor the physical and mental health of students, recognizing when to notify the registered school nurse (RN) of conditions that may require additional intervention.
- Assist disabled students in areas related to activities of daily function, such as feeding, toileting, exercises, and positioning.
- Remain calm and exercise judgment in dealing with emergencies and special health needs.
- Gather and analyze clinical data and prepare reports, as directed.
- Collaborate and communicate effectively with team members, including students, staff, District and site administration, county and state representatives, parents, physicians, community members, and all others encountered in the course of work.

- Observe and interpret students' non-verbal communications, including facial expressions, oral sounds, and body language in order to identify potential problems before they become serious.
- Make simple mathematical calculations with speed and accuracy.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Perform routine clerical work, including typing, filing and duplicating materials; maintain accurate records.
- Understand and carry out oral and written instruction.
- Work independently with little direction.
- Operate standard office and classroom equipment, including a computer, assigned software, and iPads.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Use tact, patience, and courtesy when dealing with people.
- Maintain confidentiality.
- Analyze problems and issues and develop appropriate solutions.
- Meet deadlines.
- Communicate effectively in English, both orally and in writing
- Travel to various District locations and school sites.
- Maintain a neat, orderly health office.

#### **PREFERRED**

- Two (2) years' experience as a Licensed Vocational Nurse in a health or hospital-related position.
- Experience in a public school district.
- Community health, pediatric or family health experience.

#### **REQUIRED**

- Valid California Licensed Vocational Nurse license.
- Valid First Aid, CPR and AED certification Valid California Class C driver's license, access to reliable insured transportation between assigned District and school sites, and the ability to maintain insurability.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

### **PHYSICAL DEMANDS**

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, as much as 50 pounds or more, and up to 100 pounds with assistance on an occasional basis. Lift, carry, transfer, and push students in wheelchairs or students with orthopedic impairment. The employee is regularly required to stand or sit for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, crawl, crouch, make repetitive motions, climb up and down steps, stairs and ramps. Run quickly for brief spurts. Must be physically able to provide rapid response to emergency situations throughout the school campus. The employee may be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching, biting and running. The employee is regularly required to hear and speak to exchange information in a proficient manner. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

### **MENTAL DEMANDS**

While performing the duties of LVN, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including students and parents. Some stress may be encountered while performing the duties of this position.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor environment and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical labor. May be required to work with harsh and toxic substances. The noise level is usually moderate, but occasionally loud. The employee may travel to assigned school sites.

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.