



September 2015

Licensed Vocational Nurse

Definition:

Under supervision of the Director of Student Services and technical direction from a certificated school nurse, the Licensed Vocational Nurse (LVN) performs medical treatments and procedures in specialized physical health care services for students in regular education and special education programs, and will communicate with parents, school sites, and District personnel on health related matters.

Essential Duties and Responsibilities:

- Perform specialized health services to students including, but not limited to, toileting assistance, catheterization, gavage feeding, ostomy care, and suctioning;
- Assist with student medical screening, and disseminate health information;
- Maintain health records;
- Provide emergency medical care in the event of serious illness or accident;
- Administer medication pursuant to physician's instructions;
- Order and maintain supplies for school health offices;
- Assist in maintaining neat, orderly health offices;
- Provide support and act as a resource for all schools and district staff;
- Assist students to develop self-control and self-esteem;
- Provide appropriate health related training for school and volunteer staff;
- Maintain professional competence through continuing education course work or experience;
- Assist in providing appropriate health instruction to students;
- Perform other related duties as required;
- Communicate with District Nurse regarding students' medical care.

Qualifications

Required Qualifications:

- Possession of a current California Registered Nurse or Licensed Vocational Nurse certification;
- Possession of current cardio-pulmonary resuscitation (CPR) and First Aid Certification;
- Possession and maintenance of a valid and appropriate State of California driver's license.

Training and Experience:

- Two years of experience in a health care setting with children;
- School or clerical office experience involving contact with children is desirable.

Knowledge of:

- Needs of medically fragile students;
- Correct medical procedures for specialized health needs;
- Motivational techniques for students;
- General goals of special education in the public schools;
- Emergency medical treatment;
- Laws and codes related to the administration of health services;
- Community health resources;
- Nursing care principles and practices;
- Common illnesses and health conditions;
- Record keeping and report preparation techniques;
- Accepted methods and principles of personal hygiene;
- Medications and their effects as well as potential complications;
- Operation and proper use of various medical supplies and equipment used in performing duties;
- California laws, codes, rules, and regulations pertaining to Licensed Vocational Nurses and their related assigned activities;
- Emergency crisis management techniques;
- Clean and sterile treatment techniques and requirements;
- Effective communication skills, both orally and in writing;
- Correct English usage, grammar, spelling, pronunciation, and vocabulary.

Ability to:

- Perform specialized health procedures;
- Interact with students, parents, staff, and community in a patient, warm, and friendly manner;
- Be flexible in scheduling workload;
- Lift and move students safely;
- Push and pull wheelchairs;
- Understand and carry out oral and written instructions;
- Apply first aid and basic health screening services to students;
- Perform medical procedures within the scope of practice including, but not limited to, administering injections and securing medications;
- Observe health and safety regulations, including universal precautions;
- Understand and apply rules, regulations, procedures, and policies;
- Follow oral written instructions;
- Plan and organize work;
- Operate a computer and use related software;
- Maintain confidentiality of sensitive and privileged information;

- Deal tactfully, sometimes in stressful situations, with students and parents regarding health issues;
- Demonstrate an understanding, patient, warm, and receptive attitude towards children.