

Licensed Vocational Nurse (LVN)

Definition

Supervised by the Administrator of Student Services, the Licensed Vocational Nurse (LVN) will provide medical care to students of all ages with medical needs. The LVN will perform specialized health care procedures, administer medications, provide first aid and complete other tasks delegated by the administrator of Student Services or her/his designee.

Essential Duties

1. Provide specialized physical healthcare services functioning under the LVN standards of practice including, but not limited to, catheterization, gastronomy tube feeding, ostomy care, tracheostomy care, suctioning, first aid, medication administration, and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured students.
2. Travel to various school sites to provide a wide variety of health care duties as assigned
3. Administer injections, such as insulin and immunizations
4. Operate specialized medical equipment, machines and instruments
5. Maintain confidentiality and integrity of records; establish and maintain files and records as required
6. Assist in initiating and maintaining the student medication regimens
7. Perform basic assessments, such as temperature, pulse, respirations, blood pressure, and lung sounds.
8. Assist in mandated screening programs
9. Participate in follow-up of students with vision, hearing, dental needs, scoliosis or other health issues
10. Move students to/from floor, changing tables and wheelchairs; assist in lifting students from wheelchairs and/or adaptive equipment.
11. Assure cleanliness and sanitary conditions of medical instruments and offices
12. Perform other duties as required

Qualifications:

1. Basic nursing skills and ability to administer care for the severely disabled child
2. Knowledge of medical terminology, equipment and techniques
3. Administer routine medications and treatments as assigned as perform medical procedures as required
4. Ability to accurately assess medical emergency situations
5. Maintain confidentiality of student records
6. Establish and maintain effective work relationships with those contacted in the performance of required duties
7. Communicate effectively both orally and in writing
8. Possess basic skills in record keeping and filing

Education and Experience

High school diploma or equivalent;

Graduation from an accredited school of vocational nursing

Experience working in a hospital setting and/or working with severely disabled children desirable.

License/Certificates

California Driver's License;

First Aid and CPR certificates;

LVN license

Other

Must have a vehicle available for school use

Certificate of valid California car insurance

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach forward or above the head more than the average person. The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. The ability to visit various buildings in the district. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, the ability

to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. The employee will frequently interact with the public and other staff and occasionally work extended hours. Some driving is necessary.

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

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors. The employee is frequently exposed to infection at a greater risk than the average person. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety and well-being of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved January 22, 2013