

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	LICENSED VOCATIONAL NURSE
Job Family:	Student Services
Reports to:	Director
Salary Level:	Range 29
Calendar:	Classified School Year

SUMMARY:

Under the direction of the Director of Special Services, provide health services to individual students with specialized physical health care needs under specified guidelines provided by student's doctor or the school nurse; provide a variety of health services to students and staff including first aid, screening of ill or injured students and emergency care; provide health referral, mandated screening, testing, immunization and record-keeping services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide health services to individual students with specialized physical health care needs under the guidelines provided by the student's doctor or the school nurse; assist in ensuring related activities comply with established laws, codes, regulations, policies and procedures.
- Perform specialized physical health care procedures, including gastrostomy and nasogastric feedings, toileting, catheterizations, tracheotomy care, suction, ostomy care, diaper changes, nebulizer treatments, glucagon administration, emergency care in an anaphylactic reaction including administration of the epi-pen and lifting and positioning physically disabled students.
- Initiate appropriate emergency procedures as needed, including administering minor first aid and CPR to students and activate EMS or other follow-up care according to established procedures.
- Provide follow-up for health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screenings using standardized information under the direction of the assigned supervisor.
- Compile information and prepare and maintain a variety of records and reports related to health services, screenings, tests, immunizations, medical records, charting student progress and assigned duties; review student immunization and health records and assist families with ensuring compliance with immunization laws as directed.
- Administer insulin to diabetic students including assisting with carbohydrate counting and the calculation of proper insulin dosages and ensuring proper administration techniques; monitor blood glucose levels and assist with related monitoring for diabetic students according to established procedures.
- Dispense medication according to established procedures; record medication and treatment given as prescribed by the physician; administer Diastat appropriately according to established procedures.
- Under the direction of the school nurse collaborate with teachers, parents and physicians concerning side effects and adjustments to medication; obtain physician's orders for medication needed at school and request refills according to established procedures.
- Provide students with standardized information in areas related to hygiene, sleep habits, drug and alcohol abuse, fitness and nutrition as directed by assigned supervisor; provide information to students regarding health care and related activities as directed; provide information to students regarding self-feeding skills and grooming skills as directed.
- Communicate with students, parents, personnel and a variety of outside agencies to exchange information, coordinate activities and resolve issues or concerns; update credentialed school nurse regarding any changes in a student's condition or changes in the doctor's orders as needed.

- Monitor inventory of classroom and medical supplies as assigned; assist in ordering, receiving and maintaining appropriate inventory levels of supplies.
- Operate a variety of medical instruments and equipment including screening devices; operate a computer and assigned software; drive a vehicle to conduct work.
- Attend related in-service training, workshops and meetings as assigned; maintain knowledge of current practices and trends in assigned areas to meet new safety and technology standards.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level course work in nursing, health care or a related field and two years of health care experience.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance.
- Graduation from an accredited Licensed Vocational Nurses training program.
- Possession of a valid California Licensed Vocational Nurses license.
- Valid First Aid and CPR Certificate issued by an authorized agency.

Knowledge of:

- Modern health office practices, procedures and equipment.
- General practices, procedures and techniques involved in the identification, treatment and resolution of health problems.
- Health and safety regulations.
- First aid and CPR methods and procedures.
- Medication management for children and adolescents.
- Clean and sterile treatment techniques.
- Medical procedures associated with special health care needs.
- Basic anatomy, physiology and medical terminology.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a variety of specialized medical equipment.
- Operation of a computer and assigned software.
- Public health agencies and local health care resources.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Basic math.

Ability to:

- Provide a variety of health services to students and staff including first aid, screening of ill or injured students and emergency care.
- Serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information.
- Prepare and maintain related records, files and reports.
- Screen students for various health and safety concerns.
- Assist disabled students with daily activities including feeding, toileting, related exercises and positioning.
- Observe health and safety regulations.
- Operate a variety of specialized medical equipment.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Compile and verify data and prepare reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

- Determine appropriate action within clearly defined guidelines.
- Work independently with little direction.

DESIRED QUALIFICATIONS:

- Previous experience working with special needs children.
- Bilingual in English and Spanish.
- Previous experience working with culturally and linguistically diverse groups.
- Previous experience in a school district or government entity setting.

WORKING CONDITIONS:

Work Environment:

- Health office environment.
- Subject to emergency medical situations.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate specialized medical equipment.
- Sitting, standing and walking for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor students.
- Lifting and moving students as assigned by position.
- Pushing or pulling students in wheelchairs as assigned by the position.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.


Hazards:

- Contact with blood and other body fluids.
- Potential for contact with blood borne pathogens and communicable diseases.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018