

JOB TITLE: Licensed Vocational Nurse

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Health Services Supervisor and site administration, the Licensed Vocational Nurse will provide medical care to students of all ages with medical needs. Will perform specialized health care procedures, administer medications, provide first aid and complete other tasks delegated to the LVN by the Health Services Supervisor.

SUPERVISOR: Health Services Supervisor/Director of Special Education & Support Programs

TYPICAL DUTIES:

Provides emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, dysreflexia, and other medical emergencies.

Perform sterile and/or clean urinary catheterizations, blood glucose monitoring, oral suctioning, suctioning of tracheostomies, care of ostomies, operation of medical and/or mechanical devices required for the care of students, and specialized health care procedures for elimination needs and toileting.

Perform feedings for physically impaired students including gastostomy tube feedings, nasogastric tube feedings, and specialized health care procedures for other feeding needs.

Participates in the administration of nursing care described in Emergency Care Plans, Individualized Health Service Plans, Individualized Education Plans or other written plans of care for students under the direction of the Health Services Supervisor.

Monitors general well-being of children as needed including the measurement of vital signs, the presence of possible communicable disease, the assessment of illness or injury, and provision of other care as needed.

Assists in the administration of prescription and over-the-counter medications as needed, per RUSD policies and procedures and monitors students for any unexpected, abnormal or allergic reactions to medication.

Assists Health Services Supervisor in mandated screening programs.

Participates in the positioning of students as needed, including positioning on therapeutic equipment.

Assists in providing medically prescribed therapeutic exercise, as needed.

Appropriately documents all nursing assessments, interventions and student outcomes, and appropriately communicates with Health Services Supervisor. Files health materials and records, prepares records, periodic and special reports, completes accident reports, screens student records for

compliance with immunization laws, under the direction of the Health Services Supervisor, alerts parents of needed immunizations and maintains communication until records are provided. Under the direction of the Health Services Supervisor, participates in follow-up of students with vision, hearing, dental needs, scoliosis or other health issues.

May be required to ride a school bus or other transport vehicle to provide nursing care to students being transported via district transportation services, as needed. May be required to accompany students on field trips in order to provide specialized health care procedures and/or general nursing care, as needed.

Complies with all Rocklin Unified School District Health Program policies and procedures.

Establishes and maintains good communication and effective professional working relationships with students, parents, Health Services Supervisor, health assistants, teachers, administrators, coworkers, special education personnel, the general public and all others with whom the LVN must interact.

Demonstrates professional standards of care, including confidentiality, the maintenance of vocational nursing skills, documentation of care, and the modeling of safe, prudent and healthful work behaviors and practices. Works to identify and eliminate unsafe or unhealthy school and/or work area conditions.

Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Possession of a valid California State License as a Licensed Vocational Nurse.

Equivalent to completion or graduation from an accredited vocational nurses training program with an associates of arts degree.

Valid California automobile operator's license.

Current adult and child CPR card.

Current first aid card.

DESIRABLE QUALIFICATIONS:

Knowledge of appropriate handling of clerical procedures and office machines; computers and word processors; correct English usage, grammar, punctuation and spelling, and health and medical terminology.

Ability to competently respond to the first aid needs of injured and ill students and/or staff.

Present a professional appearance, a calm and pleasant manner in person or by phone, and enjoy working with and being patient with children and adults.

Understand scope of practice, accepts responsibility and accountability for actions, type, perform routine clerical work; carry out oral and written directions.

Maintain the ability to move and assist injured or ill students and/or staff; maintain the physical ability to perform occasional exertion of 25 to 50 pounds in providing health care to injured, ill or medically fragile students, professionally respond to possible exposure to bodily fluids, communicable diseases and display appropriate blood borne pathogen precautions.

Knowledge of first aid practices, procedures, methods and techniques.

Knowledge of childhood development and diseases.

Knowledge of pertinent federal, state, and local laws, codes and regulations.

ABILITY TO:

Demonstrate an understanding, patient, warm, empathetic and receptive attitude toward children and families.

Knowledge of district policies, rules and regulations.

Understand and carry out oral and written instructions.

Maintain accurate written records as required.

Maintain a positive and safe learning environment.

Assist with the implementation of a behavior support plan to calm and encourage students and control and redirect undesirable, inappropriate or target behaviors.

Exhibit appropriate judgment in all situations.

Practice good communication with the understanding that this is basic to child safety.

Ability to work with either direct or indirect supervision by the Health Services Supervisor when working with medically involved students.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category III

1. Physical condition necessary for sitting or standing for prolonged periods of time.
2. Light to moderate lifting, pushing and pulling.
3. Speaking and hearing to communicate in person or over the phone.
4. Sufficient visual acuity to recognize words, letters, and numbers.
5. Lifting over 50 pounds or carrying an object over 25 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adopted: June 16, 2010