LICENSED VOCATIONAL NURSE

DEFINITION
Under the direction of a school administrator or designee, provides specialized physical health care services for or assists with serving severely and/or physically handicapped students with medically complex needs; plans and administers student health care safely within the scope of the LVN Practice Act; assists in meeting special needs which may include tutoring, toileting, positioning, and monitoring health conditions of students; and performs other duties as required.

LICENSE REQUIRED
Some positions may require possession of a valid and appropriate California driver's license.
Possession of a current license as a Vocational Nurse in California, including requirements for administration of prescribed medications.
Possession of a valid Red Cross Standard First Aid certificate.
Possession of a valid Red Cross Cardiopulmonary Resuscitation certificate.

CLASS CHARACTERISTICS
Positions in this class assist the administrator and/or school nurse in meeting specified health needs of the students who need one-on-one nursing care services as designated by students’ medical care providers through primary care physicians’ written orders; administers diastat in emergency situations to stop cluster seizures, and performs a variety of clerical duties relating to student health care and records.

EXAMPLES OF DUTIES
Implements specialized health care procedures, including but not limited to glucose testing, catheterization, blood pressure monitoring, oral suctioning, tracheotomy care, gastronomy tube feedings, oxygen therapy, chest percussion, postural drainage, ventilator care, manual manipulation of respirator bag, administers diastat, ileostomy and colostomy care, and seizure precautions. E

Positions medically fragile students and operates and maintains various mechanical apparatus used in caring for students as necessary. E

Verifies that all procedures are provided under specified written provisions approved by a licensed physician and requested by the parent/guardian. E

Responds to medical emergencies and provides first aid to assigned students. E

May relieve teachers of routine clerical duties and instructional duties in special education programs as necessary. E

EXAMPLES OF DUTIES (cont.)
May be required to de-escalate potentially violent situations involving students who demonstrate aggressive, defiant behaviors. E

Reports adverse medical conditions of students served through coordination and consultations with school nurse and administrators. E

Assists in training designated students in the basic academic and physical skills necessary to care for their individual needs. E

Adjusts specialized wheelchairs, lifts, braces, walkers or other orthopedic devices and positions or repositions students in same and removes/replaces orthopedic braces/equipment. E

Lifts students using a "Hoyer" or similar lifting equipment; diapers students and assist them in maintaining personal hygiene, disposes of catheterization bags, and assists/trains students in use of bathroom facilities; assists students in changing clothing or putting on garments; launders soiled clothing as needed; sets up food trays and hand-feeds; tummy tube feeds as required. E

Listens to, tutors, drills, reinforces, and otherwise assists individual and/or group of students in reading, language, mathematics, and other subjects according to instructions and guidance from a teacher as needed. E

Observes progress and behavior of students and confers with teacher(s) and other staff members accordingly. E

Assists students in social/emotional, fine and gross motor, and language communication skills and appropriate social interaction. E

Some positions may be required to ride with students on district transportation, assists in the loading and unloading of students from buses, and in the transferring of students to and from classroom and events. E

Assists students in achieving coordination in physical education activities and monitors students safety and in swimming pool with students. E

Attends and participates in meetings and workshops as needed. E

Performs related work as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**
1. Skilled vocation nursing practices, procedures, and laws and regulations applicable to the role of the LVN;
2. Appropriate techniques for the physical management and care of medically fragile students;
3. Techniques of learning reinforcement and behavior modification;
4. District policies and procedures;

Knowledge of (cont.):
5. Safe working practices and procedures for performing physical care for the medically fragile students
6. Personal computer and job-related software programs;
7. English usage, spelling, grammar, and punctuation;
8. Basic math;
9. Recordkeeping and filing system techniques;
10. General principles of supervision and training;
11. Interpersonal relations skills using tact, patience, and courtesy; and
12. Appropriate safety precautions and procedures.

Ability to:
1. Observe and interpret student’s non-verbal communication, including facial expressions, oral sounds, and body language to identify potential problems;
2. Perform assigned medically-oriented assessments, administer appropriate medical procedures and specialized health care procedures;
3. Learn appropriate techniques for the physical management of the health needs of special education students;
4. Lift and carry students and equipment;
5. Learn pertinent health and CPR procedures;
6. Administer assistance to students requiring personal care in their feeding, hygiene, and lavatory needs;
7. Deal with sensitive and difficult situations, reacting calmly under stress situations and emergencies;
8. Exercise judgment and discretion in the absence of supervisors;
9. Learn pertinent procedures and functions quickly and apply them without immediate supervision;
10. Determine and retain confidential communications;
11. Maintain detailed and confidential student records and files;
12. Operate a typewriter and computer;
13. Communicate clearly and effectively both orally and in writing;
14. Supervise the work of others;
15. Understand and carry out oral and written instructions;
16. Establish and maintain effective relationships with those contacted in the course of work; and
17. Maintain work pace appropriate to given workload.
EDUCATION
Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education; possession of Licensed Vocational Nurse certification, including requirements for administration of prescribed medications; and supplemental coursework necessary to allow for the administration of prescribed medication, including diastat.

EXPERIENCE
Previous experience working with medically complex, severely handicapped, and special needs students or experience in health-related field.

WORKING CONDITIONS

Environment:
Diversified special education environment and may come in contact with blood borne pathogens and infectious diseases.

Physical Abilities:
Seeing to monitor students during classroom activities; hearing and speaking to exchange information and provide assistance to students; bending at the waist; walking and standing for extended periods of time; lifting and carrying students and equipment; dexterity of hands and fingers to operate specialized equipment or office equipment.