



IRVINE UNIFIED SCHOOL DISTRICT

LICENSED VOCATIONAL NURSE

DEFINITION:

Under the supervision of a school nurse, this classified employee provides health services for students in special education programs and general education settings within limits of licensure; administers medications and performs other specialized physical health care procedures in accordance with physician's orders; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Under the direction of a School Nurse and standing medical orders, performs a variety of medically oriented specialized health care duties, including but not limited to: administering medication orally or through a g-tube; administering g-tube feedings; suctioning trachea and/or student nose and mouth; performing urinary catheterizations.
- Monitors the physical and medical conditions of students and communicates with school nurse, staff and parents as appropriate regarding any school site medical problems or in the event of any unusual activities or behavior.
- Times, monitors and maintains records of student seizures, while ensuring the student does not hurt him/herself.
- Provides toileting care as needed and assists in physically positioning and/or transferring and lifting students as required.
- Upkeeps report logs and appropriately reports on students' condition through proper documentation.
- Perform CPR and First Aid as required.
- Assists student with scholarly tasks as appropriate.
- Maintains professional competence through continuing education course work or experience.
- Submits monthly LEA billing.

QUALIFICATIONS GUIDE

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.
- Record keeping and filing techniques.
- Confidentiality laws relating to student records.
- Emergency medical treatment and first aid.
- Community health resources.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills involving tact, patience, and courtesy

Ability to:

- Perform specialized health procedures.
- Communicate clearly and effectively verbally and in writing. Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.
- Supervise students.
- Lift and move students safely.
- Push and pull wheelchair.
- Dispense medication according to physician's orders.

- Understand and carry out written and oral directions/instructions.
- Maintain cooperative relationships with co-workers.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school; completion of an accredited program for vocational nurses; one year of experience in nursing or working with children in a medical setting.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license.
- Possession of a valid California license in vocational nursing.
- Possession of a valid and current first aid and CPR certificate.

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.

- Sitting and standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, horizontally and above shoulders.
- Bending the waist, kneeling or crouching.
- Lifting, carrying, pushing and pulling up to 25 lbs.
- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Typical school or classroom setting and Indoor/office environment. Constant interruptions. 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 moderate.

New 08/2017