

## SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

### CLASS TITLE: LICENSED VOCATIONAL NURSE

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Provides support and/or administers student medication. Evaluates basic physical/mental health of students to assess medication efficacy, side effects and adverse reactions. Under the direction of the school/public health nurse collaborates with teachers, parents and physicians concerning side effects and adjustments. Obtain physicians orders for medication needed at school and requests refills.

Under supervision and according to established guidelines provides basic assessment, prescribed treatment and evaluation of students with diabetes; perform calculations of insulin dosages according to regular and sliding scale adjustments and administer insulin. Teach student self care according to Individual Health Care Plans.

Provide standardized health care and referral information to students as needed for reproductive health, menstrual cycle, birth control, sexually transmitted diseases, and pregnancy.

Under supervision provides follow-up for health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screenings using standardized information.

Participates in the management of classroom discipline.

Under supervision provides students with standardized information in areas related to hygiene, sleep habits, drug and alcohol abuse, fitness and nutrition.

Accompanies probation/truancy/staff to home visits of habitually absent students needing medical intervention. Obtains basic vital signs and completes a standardized health review form.

Performs specialized health care procedures for students following an Individual Health Care Plans (IHCP) that has been developed by the school nurse/Public Health Nurse. Specialized care in the IHCP may include but is not limited to the following: gastric tube feedings, diabetic testing, catheterization, tracheostomy care, suctioning, and oxygen therapy.

Assist the school/public health nurse during health screenings and in providing the following; basic first aid, monitoring and notification of student health issues, reviewing emergency forms for completion and follow-up, obtaining, reviewing and filing of records, and basic report preparation.

Maintain student records and files and prepare routine reports related to completion of health procedures, medications administered, IEP's, and assigned activities. Maintains medical records for students with special needs.

Assist a special education teacher with implementation of the M.O.V.E. program: assist students to develop small muscle coordination, gross and fine motor skills to reach their goals and objectives.

Communicate with teacher, school nurse, staff, administrators and parents in order to exchange information and resolve issues or concerns.

Collaborate with the school/public health nurse and/or the appropriate agency to assist families in obtaining health insurance and finding the appropriate provider of care.

As directed by the school nurse/PHN reviews student immunization and health records and assist families to assure compliance with immunization laws.

Monitor inventory of classroom and medical supplies including first aid kits and nursing informational flyers and forms; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.

Assist students in accessing basic needs including arranging or providing transportation to medical/dental appointments; referrals for housing, food and clothing.

File SCAR (Suspected Child Abuse Report) with Child Welfare Services when appropriate.

Participate in field trips and supervise students in the break areas or bus loading.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Child/adolescent development and guidance principles related to disabled and/or at-risk youth including family and community involvement.

Problems and concerns of disabled and/or at-risk students.

Basic subjects and instructional methods taught in SLOCOE programs, including mathematics, English, language and reading.

Medication management of children and adolescents.

Specialized health care procedures and crisis intervention techniques.

First aid and CPR procedures.

Record keeping and report preparation techniques.

Safe practices in classroom, therapeutic and physical activities.

Universal precautions in handling blood or body fluids.

##### **ABILITY TO:**

Ability to perform specialized health care procedures. Identify and monitor, the physical and mental health of students recognizing when to notify the school/public health nurse of conditions that may require additional intervention. Remain calm and respond appropriately in stressful or emergency situations.

Assist disabled students in areas related to activities of daily function such as feeding, toileting, exercises and positioning.

Establish and maintain cooperative and effective working relationships with others while using interpersonal skills of tact, patience and courtesy.

Demonstrate a professional, patient and caring attitude toward students, parents and staff.

Provide health teaching and counseling to students, staff and parents.

Work with frequent interruptions.

Observe health and safety regulations and reporting requirements.

Communicate effectively both verbally and in writing.

Demonstrate interpersonal skills using tact, patience and courtesy.

Maintain regular and reliable attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or GED; completion of all coursework in good standing from an accredited college or university required for that institution’s Licensed Vocational Nursing program; one year experience working in the health care field.

**LICENSES AND OTHER REQUIREMENTS:**

Current California Licensed Vocational Nurse license in good standing.

Valid First Aid and CPR Certificate issued by an authorized agency.

Valid California driver’s license.

Incumbents must obtain specialized health care training given by the school/public health nurse within 90 days of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom, itinerant, and office environment.

Subject to emergency medical situations.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized medical equipment.

Seeing to read a variety of materials and monitor student health conditions.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Lift 40 pounds

Two person lift over 40 pounds

**HAZARDS:**

Potential for contact with blood and other body fluids, which may contain bloodborne pathogens and communicable infectious diseases.

Contact with dissatisfied or abusive individuals.

Grade Allocation: 32	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised: 7/28/06	Evaluated by: Director of Dept.Division
	Hiring authority: Director of Dept/Division