

## Rialto Unified School District

### LICENSED VOCATIONAL NURSE (LVN)

#### Definition

Under general supervision of the site administrator and/or the Senior Director Student Services, assists in performing a variety of functions in the student health program; assists in the care of students with specialized health care needs, including the performance of specialized health care procedures, administration of medications, assistance of students with toileting, tube feedings, documentation, and other related duties as assigned. Consistent with the Nurse Practice Act of the state of California, tasks may be delegated to the LVN by a credentialed School Nurse. The LVN must be trained and supervised by the delegating nurse, and the health outcomes of the student needing the procedure must be periodically evaluated.

#### Essential Duties

- Provides emergency care in situations such as anaphylactic shock, cardiopulmonary distress, respiratory distress, insulin reactions, hypoglycemic reactions, seizures, dysreflexia, and other medical emergencies.
- Performs 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.
- Performs feedings for physically impaired students including gastrostomy tube feedings, nasogastric tube feedings, and specialized health care procedures for other feeding needs.
- Participates in the administration of nursing care described in Health Care Plans, Individualized Education Plans, or other written plans for students under the direction of the credentialed School Nurse.
- Monitors general well-being of children as needed including the measurement of vital signs, the presence of possible communicable diseases, the assessment of illness or injury.
- Assists in the administration of prescription and over-the-counter medications as needed, per RUSD policies and procedures, the Nurse Practice Act, and other applicable federal, state and local regulations, and monitors students for any unexpected, abnormal, or allergic reactions to medication.
- Assists credentialed School Nurse in mandated screening programs.
- May be required to accompany students on field trips in order to provide specialized health care procedures and/or general nursing care as needed.
- Participates in LEA Medi-Cal billing.
- Checks and rechecks for head lice as needed.
- Prepares documentation (i.e. daily logs, medication budgets, accident reports, follow-up reports etc.)
- Attends IEP, 504, or SARB meetings for students with significant health needs.
- Performs basic first-aid procedures.
- Participates in meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Assists with student health assessments, staff immunization and TB clinics.
- Moves students to/from the floor, changing tables and wheelchairs; assists in lifting students from wheelchairs and/or adaptive equipment; place/reposition students in therapeutic equipment; push wheelchairs and assist with walkers.

#### QUALIFICATIONS

**Knowledge of:** Principles, methods, and practices of first aid and routine emergency treatment; standard policies and procedures pertaining to student health services equipment, supplies, and terminology commonly associated with a student health facility; emergency service agencies within close proximity of the assigned school site; general office clerical procedures and automated record management, storage and retrieval systems.

**Ability to:** Perform routine first aid and emergency treatment for ill and injured students; communicate effectively in oral and written form; evaluate student illness or emergency situations and determine an appropriate course of action; establish and maintain a variety of files and records; effectively operate a micro-computer and use appropriate software applications; understand and carry out oral and written directions; establish and maintain cooperative working relationships; Establishes and maintains good communication and effective professional working relationships with students, parents, School Nurses, health clerks, teachers, administration, coworkers, and site staff; 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.

**\*\*BILINGUAL/BILITERATE positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English or other designated languages.**

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crunch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Two years of paid clinical experience in a medical office.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work in typing, computer record management, and general office practices is desirable.

**License Requirement:** Verification of a current California license as a Licensed Vocational Nurse is required. Verification of a valid California Motor Vehicle Operator's license is required.

**Condition of Employment:** Insurability by the District's liability insurance carried may be required.

**Certificate Requirement:** Verification of a current First Aid and CPR certificate issued by the American Red Cross is required at time of employment, and must be kept current as a condition of employment.

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