



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

LICENSED VOCATIONAL NURSE

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in performing a variety of functions in the student health program; assist 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 feeding and documentation, perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Provide 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 gastrostomy tube feedings, nasogastric tube feedings, and specialized health care procedures for other feeding needs.
- Participate 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.
- Monitor 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; monitor students for any unexpected, abnormal, or allergic reactions to medication.
- Assist 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.
- Participate in LEA Medi-Cal billing.
- Check for head lice as needed, and clear students when returning to school.
- Prepares documentation (i.e. daily logs, medication budgets, accident reports, follow-up reports etc.)
- May attend IEP, 504, or SARB meetings, within the scope of their position, for students with significant health needs.
- Perform basic first-aid procedures.
- Participate in meetings for the purpose of sharing information and/or improving one's skills/knowledge.
- Assist with student health assessments, staff immunization and TB clinics.

- Move 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.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

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 computer and use appropriate software applications.
- Understand and carry out oral and written directions; establish and maintain cooperative working relationships.
- Demonstrate 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.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree

EXPERIENCE:

Two years of paid clinical experience in a medical office. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license
- Insurability by the District's liability insurance carried may be required.
- Verification of a current California license as a Licensed Vocational Nurse is required.
- 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.

PREFERRED QUALIFICATIONS:

Supplemental course work in typing, computer record management and general office practices is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Health office work environment.
Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position 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.

POTENTIAL HAZARDS:

Exposure to communicable diseases or bloodborne pathogens.

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