

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Licensed Vocation Nurse (LVN)

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Director of Pupil Services

**RANGE:** 300

**WORK YEAR:** 9 Months

**CLASS:** Instructional Support

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under the management of the Director of Pupil Services and general oversight of the Credentialed District Nurse, to work in a health office setting to address student medical needs; to perform first aid and provide a variety of specialized health care for designated students; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by helping to manage students' health needs and provide necessary medical care that allows students to attend school regularly and maximize their opportunities for learning.

**SUPERVISION OVER:** Students

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Functions under the Licensed Vocational Nurse scope of practice.
- Performs a variety of specialized health care services prescribed by a physician such as catheterization, oral suctioning, and gastrostomy tube feedings for physically disabled students; cleans catheters and administers chest percussion and postural drainage procedures; assists with range-of-motion exercises and oral care and provides injections as prescribed by doctors' orders.
- Responds appropriately and effectively in emergency situations by performing first aid and administering CPR, mouth-to-mouth resuscitation, and the Heimlich maneuver to students requiring emergency treatment; assists students experiencing seizures, respiratory problems, orthopedic distress, pulmonary conditions, anaphylactic shock, insulin shock, and other medical emergencies; notifies and conveys concerns to emergency personnel.
- Administers medications to students in accordance with state laws and District policies and procedures.
- Performs data collection and/or recognizes consistent patterns regarding ill or injured students within the framework of the California State Licensing Board for LVN, Health Department, school law, and District guidelines and policies.
- Maintains necessary records and reports related to student accidents, illnesses, medications, and other related information; enters information into the student information system and health files as needed.
- Communicates with Credentialed District Nurse and Director of Pupil Services regarding procedures and problems; communicates with parents, staff, and a variety of health care personnel to provide/receive information and discuss student health issues.
- Travels to various school sites within the District to assess student illness or injury and provide a variety of routine health care services such as bandaging, checking temperatures and blood pressure, removing splinters, assisting with meals and personal hygiene, treating bee stings, and other related services.
- Screens student records for proper immunizations; alerts parents of needed immunizations; maintains communication with parents until required records of immunizations are provided; assures immunization records comply with state laws.

- Maintains first aid kits at school sites; requisitions and maintains inventory of health office supplies; maintains health office in a clean sanitary safe and organized condition.
- Assists Credentialed District Nurse with the scheduling of hearing and vision testing, and dental and scoliosis checks.
- Answers incoming telephone calls to the health office and responds to inquiries, takes messages, or refers callers to others as appropriate; serves as a liaison between the Director or Pupil Services, Credentialed District Nurse, staff, parents, students, and the community.
- Conducts routine clerical duties including but not limited to, composing correspondence, completing reports, forms, notices and referrals, typing, copying, filing, etc.
- Operates a variety of modern office and health equipment including personal computer, copier/scanner/fax, stethoscope, electronic thermometer, otoscope, sphygmomanometer, glucometer, suction machine, catheterization equipment, gastrostomy feeding tubes, respiratory inhaler and air resuscitation bag.
- Assists the Credentialed District Nurse and his/her designee in the performance of their duties.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

- Graduation from an accredited Vocational Nurse Training program or the equivalent.
- One year experience in nursing work desired.
- One year experience nursing work with medically fragile children or adults desired.
- Prior experience working in a public school setting desired.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle.
- Valid CPR certification.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

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

- Modern medical terminology, equipment and techniques.
- Vocational nursing skills including but not limited to, First Aid, CPR, administration of medications, specialized health care techniques, infection control procedures, and hazardous waste management.
- Proper lifting techniques.
- Adaptive equipment and its applications.
- Universal health care precautions.
- Health and safety regulations.
- Policies, objectives, and technical aspects of assigned program and activities.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

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

- Perform assigned specialized health care procedures following established medical orders, procedures, instructions, and District guidelines/policies.
- Assist in screening students for vision, hearing, dental, scoliosis, and immunizations.
- Move and operate adaptive equipment.
- Maintain current knowledge of technological advances in the medical field.

- Analyze situations accurately, exercise good judgment, and adopt an effective course of action in dealing with emergency situations and specialized health needs.
- Use discretion in handling confidential records.
- Prioritize and schedule work.
- Operate a computer to enter data, maintain records and generate reports.
- Learn and follow DUSD policies and procedures.
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Form and maintain cooperative and effective working relationships with others.
- Provide service and assistance to others using tact, patience, and courtesy.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work independently with little direction.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a comprehensive knowledge of these concepts, practices, and procedures and the ability to use them in complex, difficult, and/or new situations.*

## **WORKING CONDITIONS:**

**PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office/campus to utilize equipment, technology, etc.
- Work is performed while positioning self to assist a student, retrieve supplies, operate equipment, etc..
- May require traveling in a vehicle to job assignments.
- Work is performed while rotating and assisting students and/or moving equipment up to 50 pounds.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; outdoor environment on campus in variable weather conditions; in vehicle traveling to job assignments; potential exposure to blood, blood-borne pathogens, bodily fluids, communicable diseases, chemicals, antiseptics, and disinfectants.