

Napa Valley Unified School District

Position Description

Position: Licensed Vocational Nurse	Position Number:
Department/Site: Specialized Vocational Services	FLSA: Non-exempt
Responsible to/Evaluated by: Director of Student Services or designee	Salary: 37

Summary

Under direction and supervision of a district administrator, site administrator, and/or appointed credentialed nurse, supports the health education program overall at the school sites and students requiring advanced health maintenance. This position requires special training and certification

Distinguishing Career Features

The Licensed Vocational Nurse requires a minimum of a one-year certificate in a health care profession. Advancement from this level would typically require additional education and licensure.

Essential Duties and Responsibilities

- Provides assistance, at the direction of credentialed nurse, with health examinations and screens, documenting results into student records. May independently perform health screens following established procedures when authorized by a health care professional.
- Coordinate and follow-up for students referred to community agencies and services
- Verifies and coordinates mandated immunization for all students. Performs follow-up on students not meeting immunization requirements;
- Provides specific invasive health care support services such as catheterization, tracheostomy care, oral motor feeding, gastro-intestinal feeding, respiration suctioning, observation of neurological symptoms, range of motion therapy, etc.; application of medical skills usually requiring certification.
- Notifies parents of immuno-compromised students of communicable diseases
- Assumes responsibility for control aspects of communicable diseases at school sites (head lice, pink eye, impetigo, etc.), including parent contact, follow-up and sending notices.
- Administers and/or monitors the administration of medications to students. Maintains current lists of students on short or long term prescribed medications and current list of health concerns. Completes and/or monitors medication and first aid logs at the school site.
- Administers first aid to students and staff when necessary
- Under the guidance of a RN, may coordinate, prepare, facilitate and conduct in-service training sessions for the Health Services Assistants, or other school staff.
- Ensures health office meets sanitation standards and appropriate inventory of medical equipment used for regular treatments are met
- Maintains student health records
- Contacts parents on a variety of health issues
- Keeps records of time spent on reimbursable activities
- Other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Working knowledge of health maintenance procedures commonly used with students having special needs. Requires working knowledge of and skill at performing specific healthcare procedures such as, but not limited to, catheterization, tracheostomy care, oral motor feeding, gastro-intestinal feeding, and respiration suctioning. Requires working understanding of child development principles, practices, and techniques including special student populations. Requires basic knowledge of community-based social services and referral processes. Requires health information record keeping, report writing skills and laws and policies related to confidentiality. Requires sufficient human relations skills to exercise patience in communications, conduct in-service training on common health topics and documentation requirements, and to interact effectively with students, parents, and educators. Must have awareness toward health and safety risks.

Abilities

Requires the ability to perform specific invasive medical procedures beyond CPR and First-Aid such as catheterization, tracheostomy care, oral motor feeding, gastro intestinal feeding, and respiration suctioning. Requires ability to work with an RN and assist school staff with the implementation of special programs and/or instruction on health subjects. Requires the ability to function as part of a team. Requires the ability to follow the steps of the ISHP to meet the needs of the student. Requires the ability to observe common neurological symptoms, range of motion issues, etc. Requires ability to identify medical devices, personal symptoms and responses, and medications. Must be able to apply medical devices and medications. Must be able to deliver instruction to individuals and classroom-sized groups. Must be able to remain calm and work independently to make decisions within an established framework in a variety of emergency and non-emergency situations.

Physical Abilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. With or without the use of aids: Incumbent must be able to function effectively primarily indoors or outside on a school campus engaged in moderate activity. Requires sufficient vision to read printed materials; sufficient hearing to hear normal and telephone conversations; sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations. Requires sufficient manual dexterity to write, use telephone, and operate screening equipment and sufficient strength to lift 25 pounds if needed to assist students and staff.

Education and Experience

Licensed Vocational Nurse Certification. Two years in custodial health care procedures preferred.

Licenses and Certificates

California Driver's License.
Current First Aid and CPR certification.

