

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: LICENSED VOCATIONAL NURSE (LVN)

BASIC FUNCTION:

Under the direct supervision of the Program Administrator or School Nurse, provides specialized physical health care services to meet student's medical and physical needs in an educational setting; assists students with health-related needs; assists students with self-care needs; communicates with parents, school site and personnel on health-related matters; performs clerical tasks related to the medical needs of students and program.

REPRESENTATIVE DUTIES

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Provides specialized health services to students; administers prescribed medications; performs prescribed medical treatments; assists students with health-related needs including self-care needs such as hygiene, toileting, self-catheterization, blood glucose monitoring and nutrition.

Checks, and monitors first aid kits and personal protective equipment supplies.

Supports in the administration of student medical testing and screenings; provides health assessments to students as appropriate.

Assists in physically positioning and/or transferring/lifting student(s) as required; lifts, turns, and moves students from place to place.

Verifies procedures are provided under specified written provisions approved by a licensed physician and requested by a parent/guardian.

Completes accident reports and follow up.

Provides services and related duties of the health program including clerical tasks related to the medical needs of students, ordering materials, maintaining records, and informing parents of the health status of students; assists with data collection related to program need.

Keeps records of medical procedures, supports staff with Medi-Cal billing.

Coordinates medical information between the parent, school, and medical provider.

Assists teachers with student supervision on school grounds.

Reports adverse medical conditions of students served through coordination and consultations with school nurse administrators.

Attends workshops and trainings to improve skills necessary to effectively work with students; maintains CPR and First Aid certification.

Refers student and his/her parent or guardian to appropriate community resources.

Attends staff meetings and other assigned meetings as required.

Complies with state required data collection and reporting regulations.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Skilled vocation nursing practices, procedures, and laws and regulations applicable to the role of the LVN.

Needs of medically fragile students.

Appropriate techniques for the physical management and care of medically fragile students.

Techniques of learning reinforcement and behavior modification.

Department policies and procedures.

Safe working practices and procedures for performing physical care for students.

Confidentiality laws relating to student records.

Emergency medical treatment.

Effective record-keeping practices and procedures.

Proper English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Perform specialized health procedures.

Supervise students.

Identify, assess, monitor, treat and evaluate the physical health needs of students.

Perform assigned medically oriented assessments and specialized health procedures.

Interact with students, parents, staff, and community in patient and friendly manner.

Communicate effectively both orally and in writing.

Deal with stressful situations in a calm, professional manner.

Lift and move students safely; push and pull wheelchairs.

Administer medication pursuant to physician's instructions.

Understand and carry out oral and written instructions.
Exercise judgement and discretion.
Establish and maintain cooperative and effective work relationships.
Maintain accurate and current records and files.
Maintain confidentiality of student records.
Operate standard office equipment, including computers and related software.
Maintain CPR and First Aid certifications.

REQUIRES:

Passing a pre-employment physical examination related to job duties/assignments and in accordance with applicable law, statutes, bargaining unit agreements, and merit system rules.

EDUCATION AND EXPERIENCE:

High School diploma, or equivalent, completion of a training program in Vocational Nursing, some experience utilizing nursing licensure. Experience in an educational setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Licensed Vocational Nurse
Valid First Aid and CPR certificates
Valid California Driver's License

WORKING CONDITIONS:

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

PHYSICAL DEMANDS:

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds; use hands and fingers to perform standard nursing procedures.

ENVIRONMENT:

Duties are performed in a specialized classroom environment, or other indoor setting as needed.

Approved by the Personnel Commission: July 14, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 07/14/21