

PALISADES CHARTER HIGH SCHOOL

Licensed Vocational Nurse

DEFINITION

Under the direction of the Director/Assistant Principal of Student Support Services and supervision of a credentialed school registered nurse, provides a variety of general health and specialized health services to students in regular and special education programs, including first aid, screening of ill or injured students and emergency care within the limits of licensure and direction of a credentialed school nurse; administration of medical procedures such as but not limited to: catheterization, insulin and medication administration, gastrostomy feedings, suctioning and related record management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the class.

- Administers prescribed medications according to physician and parent's instructions; dispenses medications based on established on school procedures and/or as directed; maintain related records and documents.
- Administers minor first aid to ill and injured ; distributes adhesive bandages ice and compresses as necessary; performs routine first aid and CPR/AED as needed
- Establishes and maintains cumulative health and immunization record files for each student; reconciles student health records with student enrollment records; reviews immunization records and maintains related data.
- Maintains inventory and orders first aid supplies; distributes first aid kits to appropriate site locations; requisitions health office supplies as necessary.
- Assists with maintaining immunization records; prepares list of students with health problems and students exempt for physical education participation.
- Performs clerical duties including copying, preparing and maintaining a variety of lists forms, records, notices and correspondence; maintains confidentiality of student medical and health information.
- Assists in the preparation, arrangements and implementation of health testing programs and immunizations; maintains related records.
- Responds to emergency medical situations and administers First Aid and CPR as appropriate.
- Assists with the care of students with special needs as directed, which may include direct medical intervention for specific students.
- Receives telephone calls and visitors, screening calls, handling routine matters, providing information or routing calls to administrators as necessary.
- Responds to inquiries and conveys information about programs and services provided by the department.

- Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
- Attends and participates in meetings, workshops, professional development, and conferences related to assigned activities.
- May ride a school bus or van to accompany and care for a student with specific healthcare or medical needs, as needed.
- Pushes students in wheelchairs; lifts students in and out of orthopedic equipment; assists students with assistive or adaptive devices.
- Provides direction to student health office aides or staff, as needed.
- Assists the school nurse with the implementation of all Los Angeles County health mandates.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern nursing principles, techniques, methods and procedures, and standard nursing practices
- Principles and practices of medical diagnosis of common illnesses, the disease process, treatments, and medication side effects
- Skill in providing effective nursing services, administering injections, medications, catheterization, gastrointestinal tube feeding, etc. with supervision and monitoring by a credentialed school nurse
- Universal health precautions, proper techniques for handling and disposing of hazardous materials
- Mandated vaccination requirements for schools
- Patient care skills, procedures, and proficiencies
- Suspected child abuse or neglect reporting procedures
- Principles and practices of medical file and records management, and patient file documentation procedures
- Medical terminology and use of nursing equipment and supplies
- Universal precautions and control of infectious diseases
- Applicable laws, codes, regulations, policies and procedures
- Public health agencies and local health care resources
- Operation of a variety of office equipment including a computer and assigned software
- Record-keeping and report preparation techniques
- Telephone and email techniques and etiquette
- Modern office procedures and record-keeping techniques
- Oral and written communication skills
- Data entry and retrieval techniques
- Computer applications and operating systems
- Oral and written communication skills in English and Spanish, preferred; effective oral communication to conduct meetings
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

- Perform all essential duties of the position
- Exercise judgment in dealing with emergencies and special health needs

- Read and understand basic instructions for medications and treatments
- Administer medications and urgent care procedures
- Document appropriate measures taken in emergency situation
- Properly use medical equipment and devices such as blood pressure cuff, thermometer and defibrillator
- Assist with audiology and other screenings
- Perform a variety of responsible clerical duties; operate a computer and assigned software
- Maintain confidentiality of sensitive and privileged information
- Type or input data at an acceptable rate of speed
- Establish and maintain cooperative and effective working relationships with others
- Complete work with many interruptions
- Maintain records and prepare reports
- Determine appropriate action within clearly defined guidelines
- Communicate openly and work productively with a community of diverse opinions and ideas.
- Read, interpret, apply, communicate, and enforce rules, regulations, policies, procedures, laws and codes
- Analyze problems and issues and develop appropriate solutions
- Remain calm and effective during emergency situations
- Prioritize, plan, and coordinate work to meet deadlines
- Communicate effectively both orally and in writing in English and Spanish, preferred
- Maintain current knowledge of rules, regulations, requirements, and restrictions

EDUCATION, TRAINING, AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

Graduation from high school or equivalent, and graduation from an accredited Vocational Nursing Training program required. Experience in a public or private health setting as a Licensed Vocational Nurse is preferred.

Licenses/Certificates/Special Requirements:

Valid California License of Vocational Nursing (LVN), Cardio-Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and First Aid Certificates issued by an authorized agency

Technology skills

Valid California Class C driver's license and the ability to maintain insurability under the School's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee is regularly required to hear and speak to exchange information in a proficient manner, and taste and smell.

While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp; coordination and strength to assist ill or injured students; use of medical equipment or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 50 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination and be able to read printed material and computer or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; meet deadlines; demonstrate judgment and professionalism when interacting with School and program personnel, school administrators, managers, staff, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including students, parents and School employees. Some stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor office environment and occasionally in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will usually work under office conditions which are moderately quiet, but will encounter a loud, noise level both indoors and outdoors. Employees are subject to exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens. The employee is subject to constant interruptions.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and retraining programs.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.