

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: LICENSED VOCATIONAL NURSE****BASIC FUNCTION:**

Under the direction of an administrator and with the guidance of District school nurse, provide a variety of health services and perform specialized physical health care procedures for students including students with severe disabilities and medically fragile students. Under guidance of a District school nurse provide health referrals, perform mandated screenings, testing, immunizations and Health record-keeping services.

ESSENTIAL DUTIES:

- Provide a variety of health services and perform specialized physical health care procedures for students; assist in the documentation of student health conditions; determine appropriate action to be taken; notify parents, staff and appropriate personnel of student health condition and activity restrictions.
- Under the guidance of a District School Nurse provide specialized physical health care services and perform standardized procedures including but not limited to catheterizations, colostomy and ileostomy care, gastrostomy tube feeding, suctioning, oxygen administration, CPR or other life sustaining efforts and other specialized physical health care procedures.
- Under the guidance of a District School Nurse provide care and services to children with diabetes and seizures.
- Create, prepare and maintain student health records, files, logs and reports related to immunization, medications, illnesses, screenings, emergencies, health office visits, accidents, and other health related issues.
- Monitor immunization records and assist with compliance.
- Screen and assist students to report, address, and treat medical conditions.
- Perform routine clerical duties such as filing, typing, answering phones, preparing student materials.
- Administer prescribed medications according to physician instructions and established District procedures; monitor student side effects and notify parents and School Nurse.
- Assist with composing and distributing a variety of correspondence; assist in the documentation of incident reports.
- Input a variety of student health data and related information and generate lists and reports.
- Instruct and assist students on proper personal hygiene; promote positive health habits; assist with diapering, toileting and changing clothes.
- Report suspected child abuse or neglect according to established procedures.
- Provide wheelchair attendant service; position and supervise students using specialized equipment for sitting, standing and walking.
- Maintain the health office in a clean, orderly and safe condition; monitor and maintain adequate inventory levels; order and receive supplies and materials.
- Adheres to legal requirements and polices regarding confidentiality of student records.
- Drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

General licensed vocational nursing skills, practices and procedures.
Health care and related medical techniques, practices, terminology, procedures and equipment.
Health and safety regulations including universal health precautions.
Applicable sections of the State Education Code and other applicable laws including HIPPA.
District policies and State regulations concerning immunization of school-aged children.
Basic concepts of child development and behavior.
Experience with children who have severe disabilities.
Specialized physical health care procedures.
Applicable medical procedures for students with severe disabilities and medically fragile students.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Public health agencies, emergency medical resources and local health care resources.
First aid/CPR techniques and procedures.
Methods of collecting and organizing data and information.
Accurate record-keeping and report preparation techniques.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Clean and sterile treatment techniques.
Administer medications according to established procedures.
Prepare and maintain student immunization and health records and files.
Operate a variety of office equipment, a computer and assigned software.
Modern office practices, procedures and equipment.
Communicate effectively both orally and in writing.
Complete tasks in an environment with constant interruptions.
Establish and maintain cooperative and effective working relationships with others.
Perform clerical duties such as filing, duplicating, typing, and maintaining records.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and completion of Licensed Vocational Training and two (2) year of health care experience. Experience working with school-aged children desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification, valid California Licensed Vocational Nurse Certificate, valid California Class C driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS/HAZARDS:

Dexterity of hands and fingers to operate a computer keyboard and health instruments.
Hear and speak to exchange information in person or on the telephone.
See to assess student illnesses and injuries.
Sit or stand for extended periods of time.
Lift, carry and transfer objects and/or ill or injured students needing assistance up to 50 pounds and 51 pounds with assistance.
Push wheelchairs to transport students up to 50 pounds and 51 pounds with assistance.

Bend at the waist, kneel or crouch to assist students.

Reach overhead, above the shoulders and horizontally at access supplies.

Contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.