MARTINEZ UNIFIED SCHOOL DISTRICT

TITLE: Licensed Vocational Nurse -LVN Range 45

BASIC FUNCTION:
Under the supervision of assigned administrator and direction of a credentialed District nurse, perform specialized physical health care services for students; travel to various school sites to perform a wide variety of health care duties and student health monitoring; prepare and maintain a variety of health records; assist teachers and other staff in the instruction, supervision and training of individual or groups of regular and special education students; maintain a healthy and safe environment for students and staff.

DISTINGUISHING CHARACTERISTICS:
Incumbents perform specialized health care procedures based on students need including administration of specialized medications and procedures. It is a requirement to possess a valid license as a licensed Vocational Nurse (LVN). Incumbents perform routine health care services for students and assist the District nurse as needed.

ESSENTIAL DUTIES:
Perform specialized physical health care services for students including suctioning, blood sugar testing, medication administration, catheterizations, gastric tube feeding administering, performing personal hygiene tasks and other specialized health care services; operate specialized medical equipment and instruments in the assessment and treatment of individuals.

Travel to various school sites within the Martinez Unified School District boundaries and perform a wide variety of health care duties; respond to emergency situations; take temperatures; assess illnesses and injuries and apply first aid as needed; assess and assist students with seizures and maintain seizure disorder charts and other charting required; obtain vital signs.

Assist teachers and other staff in the instruction, supervision and training of individual or groups of special education students; perform instructional support and physical care activities.

Lift students to move them to changing areas or positional equipment such as standers and walkers; place students from wheelchairs to floor mats; assist students by hand over hand walking; assist with positioning and restraining students as needed.

Assist with preparing food for students as assigned; assist students with feedings; maintain feeding records; operate a food processor, blender, can opener and microwave to prepare food.

Assist in administering tests and with the evaluation of student skills and progress; discuss individual student progress and development with appropriate instructional personnel.

Maintain a healthy and safe environment for students and staff; provide information to staff, students and parents regarding safety issues, hand-washing practices and other health-related matters; assure cleanliness and sanitary conditions of medical instruments and offices.
Prepare and maintain records, reports and doctor orders and parental consents related to assigned activities; provide input for IEP’s, 504 documentation and other related information; prepare Medi-Cal billing.

Communicate with school sites, Special Education, Nutrition Services, school personnel, parents/caregivers, group homes, law enforcement, health and social services representatives and other outside organizations to exchange information, coordinate activities and resolve other health-related issues and concerns.

Participate in parent and instructional staff meetings to discuss program development, IEP’s, student’s progress, problems, student’s medical supplies/equipment and other related matters.

Accompany and monitor students on community-based instructional outings, school events and field trips as assigned, reinforce positive behavior in public settings, assist students in learning life skills such as communication devices.

Perform essential duties as stated above as well as specialized services for students including ostomy care and diastat. Administer insulin to a student whose Section 504 Plan or IEP requires such insulin administration. Assist with classroom inspections for communicable diseases.

Assist with student attendance-related medical issues, problems and concerns. Initiate contact and maintain ongoing monitoring of students having attendance problems due to illness or injury and follow-up with parents. Maintain daily log of health care services to students.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Modern medical terminology, equipment and techniques.
- Accepted methods and principles of personal hygiene.
- Basic diagnostic methods for medical conditions and diseases.
- Accepted medical assessment techniques.
- Interpersonal skills using tact, patience and courtesy.
- Public health agencies and local health care resources.
- Health and safety regulations.
- Operation of specialized medical equipment, machines and instruments.
- Record keeping techniques.
- Proper lifting and moving of handicapped students.
- District organization, operations, policies and procedures.

ABILITY TO:
- Travel to various school sites within Martinez Unified School District and perform a wide variety of specialized health care duties.
- Maintain a healthy and safe environment for students and staff.
- Record data and information.
- Establish and maintain files, records, reports and charts related to assigned activities.
- Lift and move moderately heavy children.
- Communicate effectively both orally and in writing.
• Use appropriate judgment in diverse and emergency situations.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Work independently with little direction.
• Complete work with many interruptions.
• Prioritize and schedule work.
• Operate a variety of specialized medical equipment, machines and instruments.
• Maintain confidentiality of student medical records.
• Establish and maintain cooperative and effective working relationships with others.
• Follow District’s policies, procedures and regulations.
• Communicate effectively both orally and in writing.
• Maintain consistent, punctual and regular attendance.
• Use assigned software.

EDUCATION AND EXPERIENCE:
• Any combination equivalent to: graduation from high school or equivalent, supplemented by college-level course work in nursing or related field and two years related health care experience.

LICENSES AND OTHER REQUIREMENTS:
• Valid California driver’s license.
• Valid First Aid and age appropriate CPR Certification.
• Possession of a valid California license as a Licensed vocational Nurse (LVN) or Registered Nurse (RN)

WORKING CONDITIONS:
ENVIRONMENT:
• Indoor and outdoor work environment.
• Driving a vehicle to conduct work.
• Constant interruptions.

PHYSICAL DEMANDS:
• Seeing to assess medical conditions, perform first aid and reading materials.
• Dexterity of hands and fingers to operate a variety of medical instruments and equipment.
• Hearing and speaking to exchange information.
• Bending at the waist, kneeling or crouching to assist students.
• Lifting moderately heavy children from wheelchairs equipment or to other areas as needed.
• Carrying, pushing or pulling moderately heavy objects such as wheelchairs.

HAZARDS:
• Cleaning chemicals.
• Blood borne pathogens and bodily fluids.
• Communicable diseases.