

## LICENSED VOCATIONAL NURSE

### DEFINITION

Performs medical procedures under the supervision of a credentialed School Nurse for students in school environments which include regular and special education school sites.

### TYPICAL DUTIES

Performs or assists the credentialed School Nurse with basic nursing care, personal care, and protocols. These protocols may include but are not limited to the following: diabetes monitoring such as blood sugar testing and insulin administration, catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, injecting medications, tracheostomy suctioning, and ventilator dependent care.

Assists credentialed School Nurse with general health office management, documentation, and immunization record maintenance.

Assists or performs vision screening with a credentialed School Nurse.

Carries out the instructions of a supervising credentialed School Nurse to implement special physical handling, care, or exercise prescribed by the student's health care provider.

Cleans medical equipment as prescribed by the credentialed School Nurse or written protocol.

Administers prescribed medication as directed by the credentialed School Nurse.

Screens students for health conditions such as lice, fever, vomiting, and other communicable diseases/illnesses requiring exclusion from school.

Travels to various school sites to provide diabetic management and/or provide specialized physical healthcare procedures (protocols) as well as other locations as needed.

Maintains the health office in a clean and orderly manner including first aid supplies.

May assist teachers on field trips by helping students meet physical needs.

May assist assigned student(s) in the physical use of books, classroom materials, and equipment.

May lift disabled students in and out of holding or locomotive devices and on and off buses.

May make minor adjustments on special equipment, such as wheel chairs, crutches, braces, standing tables, and gurneys.

May obtain food from the cafeteria, serve food and feed students, or help them feed themselves.

May assist students receiving special education services with all aspects of toileting which may include diapering and lifting students on and off the toilet, changing tables, and mats.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the direction of a credentialed School Nurse.

A Medical Assistant provides support to physicians, nurse practitioners, and psychiatrists in all aspects of clinical practice by performing administrative, clinical, and laboratory duties.

A Health Center Manager is responsible for the routine management of a School Health Center that has several clinics.

## SUPERVISION

General supervision is received from a District Nursing Service's administrator. Clinical supervision is received from a credentialed School Nurse. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Proper use and care of medical materials, supplies, and equipment
- CPR and First-aid techniques
- Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of human injuries, diseases, and deformities
- Microsoft Windows operating systems and Office Suite programs

### Ability to:

- Communicate orally and in a clear manner with students, parents, community representatives, and District personnel, both individually and as a group
- Listen to and understand information presented orally
- Respond quickly in an emergency situation
- Comprehend and compose written English communication
- Interpret data, define problems, establish facts, and draw valid conclusions
- Operate a personal computer and associated peripheral equipment

### Special Physical Requirements:

- Visual acuity to see details at close range
- Ability to push/pull, squat, twist, turn, bend, stoop, and reach overhead
- Ability to lift 25 lbs.
- Physical stamina sufficient to sit, stand, or walk for prolonged periods of time
- Manual dexterity sufficient to provide medical treatments
- Mobility to traverse all areas of the work site
- Ability to perform cardio-pulmonary resuscitation with use of an automated external defibrillator (CPR/AED) and first aid

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Special:

- A valid California Vocational Nurse License.
- A valid Basic Life Support (BLS) certificate for health care providers issued by the American Heart Association or the American Red Cross is required and must be kept valid during the term of employment
- A First-Aid certificate issued by the American Heart Association or American Red Cross is required and must be kept valid during the term of employment.
- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

## SPECIAL NOTE

A Los Angeles Unified School District Food Handler's Certificate must be obtained upon appointment and renewed annually.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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