



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2017

Agenda Item:

Discuss and approve the Revised Classified Job Description for Licensed Vocational Nurse (LVN).

Agenda Placement:

Action

Background:

District administration has made changes in the reporting structure for the Classified Job Description of Licensed Vocational Nurse (LVN); this position will now report to the Coordinator of Health Services. In reviewing the job description; changes have been made to the Purpose Statement and Clearances.

Recommendation:

It is recommended that the Revised Classified Job Description be approved as presented.

Madera Unified School District Classified Job Description

Licensed Vocational Nurse (LVN)

Purpose Statement

Under clinical supervision of the Health Services Coordinator and or the Registered Nurse, assists in the implementation of the district school health program and provide direct services to meet the needs of the students and staff.

This job reports to ~~District~~ the **Coordinator of Health Services** ~~Coordinator~~

Essential Functions

- Provide direct care utilizing school health protocols and care plans established by the school nurse (RN) or medical doctors orders.
- Administer medication to students according to board policy and district procedures.
- Implements specialized health care procedures (e.g. blood sugar testing, insulin administration, catheterization, blood pressure, oral suction, gastrostomy tube feedings, seizure procedures, turning and lifting routines, assistive apparatus, etc.) for the purpose of addressing students health needs.
- Contribute to and implement the individualized student health care plans as established by the school nurse (RN).
- Communicates with the district nurse any observed medical conditions of students.
- Communicates with parents, regarding individual students as directed by the school nurse (RN).
- Collaborate with other professionals regarding implementation of health related Individual Education Plan (IEP)
- Educate faculty or staff as needed on health related topics as directed by the school nurse (RN).
- Maintains accurate student health records, including immunizations records, medication administration records, and individual student treatment records.

- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated records on all students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS and KNOWLEDGE: are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: skills and abilities in vocational nursing, first aid, CPR, administration of medications, performing specialized health care procedures and techniques, detecting signs and symptoms of child abuse, infection control procedures, hazardous waste management, and record keeping and reporting. Universal health precautions, proper techniques for handling and disposing of hazardous materials. Manual skill to appropriately control and manipulate objects, tools, materials, and equipment used on the job, including proper phone etiquette and computer usage; knowledge of basic PC/Apple applications

ABILITY is required to exercise judgment in dealing with emergencies and special health needs; handle emergency situations calmly and effectively; use discretion in handling confidential records; establish and maintain effective relationships with students, parents, staff and other health care professionals and the general public; work as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness; may require moving from school to school during the day.

Minimum Qualification

Experience: One to two years of nursing experience, preferably working in a school or Pediatrics Care environment

Education: High school diploma or equivalent

Required Testing

Certificates

Valid State of California Vocational
Nursing Licenses

First Aid/CPR certificate

Valid California Drivers License

Continuing Educ./Training

Maintain required certificates
and Licenses

Clearances

~~Criminal Justice~~ DOJ/FBI
Background Clearance

Fingerprint/Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range