

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the direction of a District Nurse and supervision by district administration, perform the more responsible sub-professional nursing duties; perform special health care procedures, administer basic first aid, screen ill or injured students in accordance with State laws and District policies and practices; assist with health screening and testing programs; administer medication to students according to District procedures; prepare and maintain a variety of records, files and reports; travel to District sites to conduct work.

REPRESENTATIVE DUTIES:

Perform specialized health care procedures as trained and assigned (i.e. administer insulin, suctioning, tube feeding, catheterizations, etc). *E*

Perform health advising/instruction and follow up under the direction of the District Nurse. *E*

Perform pediculosis checks as required. *E*

Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs. *E*

Administer first aid in emergency situations and notify school nurse, administrator, parents or paramedics as necessary. *E*

Travel to District sites to conduct work. *E*

Schedule students for and assist with vision, hearing, scoliosis and dental screenings. *E*

Prepare, maintain and type a variety of health related reports and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals. *E*

Maintain the health offices in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary. *E*

Operate standard office and medical equipment and computer as required. *E*

Attend meetings and assist other school personnel as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Basic First Aid and age appropriate CPR techniques.
Health and safety regulations.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Special health needs of handicapped children.
General nursing principles; practices, methods and techniques.
Medications, dosages and schedules of administration.
Potential side effects of medication given to children.
Current communicable diseases and health concerns.
Basic knowledge of immunization guidelines.

ABILITY TO:

Perform job under stressful conditions.
Administer first aid to ill or injured students.
Establish and maintain files, records, reports and referrals.
Learn and apply appropriate care and procedures related to ill or injured students.
Work cooperatively with others.
Understand and follow oral and written directions.
Meet schedules and time lines.
Plan and organize work.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Read, explain and follow rules, regulations, policies and procedures.
Perform clerical duties such as filing, duplications, typing and maintaining records.
Operate a variety of office equipment and computer as required.
Complete work with many interruptions.
Care for medical/physical needs of students.
Perform emergency medical procedures.
Administer medication.

EDUCATION AND EXPERIENCE:

Graduation from high school and college level training in nursing.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid State of California Licensed Vocational Nurses License; valid First Aid and CPR Certificate issued by an authorized agency; valid California Drivers License

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment; constant interruptions; driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time; reaching overhead and horizontally to retrieve and store supplies; kneeling or crouching; hearing and speaking to exchange information; seeing to observe student's symptoms and injuries; lifting moderately heavy objects.

HAZARDS

Exposure to and contact with blood and other body fluids; exposure to communicable diseases.