

TEMPLE CITY UNIFIED SCHOOL DISTRICT

Licensed Vocational Nurse (LVN)

SUMMARY:

The Licensed Vocational Nurse (LVN) provides all the authorized pupil health services at a school site. LVNs must perform their duties in compliance with the State Nursing Practice Act and all other statutes and regulations that affect the assignment of nursing duties or the provision of nursing care to students in the school setting.

DEGREE OF SUPERVISION:

The **LVN** is under the general supervision of the site principal or his/her designee. The **LVN** is accountable to the District nurse for all reporting and compliance issues related to State and federal statutes and regulations.

Evaluations will be performed on a timeline in accordance with the collective bargaining agreement. Evaluations are made by the site District Nurse with input from the Site Administrator.

DUTIES AND TASKS:

1. Provide direct health services to students.
 - A. Administer first aid to the sick and injured;
 - B. Administer ordered medication;
 - C. Perform specialized physical health care procedures including but not limited to gastrostomy feedings, toileting, catheterizations, tracheotomy care, suction, ostomy care, diaper changes, nebulizer treatments, glucagon administration, emergency care in an anaphylactic reaction, including administration of epinephrine, blood glucose monitoring, and tube feeding, all under the supervision of the Credentialed District Nurse as per physician orders;
 - D. Assist with the administration of state mandated screenings;
 - E. Communicate with parents when students are to be excluded from school in accordance with the school health policy (i.e. communicable diseases, injury, hospitalization); Immunizations must be followed up periodically
 - F. Carry out emergency procedures as directed by the District nurse, the District and school disaster preparedness plans;
 - G. Communicate with teachers and other school personnel regarding students seen in the health office without compromising student confidentiality;
 - H. Provide specialized physical health care procedures as assigned by the District nurse;
 - I. Observe students for other health needs as they are seen in the health office.
 - J. Advise students on self care (e.g. personal hygiene) and management of minor ailments or injuries (e.g. management of fever);
 - K. Identify health needs of students and refer them to health care providers as needed (e.g. calling parents and preparing health appraisal);
 - L. Introduce community resources such as low cost insurance programs and health centers to aide families in need.

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2. Provide support and communicate with the District nurse in maintaining the overall health of students in the District.
 - A. Communicate cases of major illness, serious injury, child abuse or other health and welfare issues to the District nurse.
 - B. Participate in training for individual specialized health care procedures.
 - C. Schedule and assist in the various testing and screening procedures required during the year; follow-up with the prior approval of the District nurse on test results with parents; LVNs must be present during entire screening period to assist the provider.
 - D. Attend monthly meetings of LVNs.
3. Manage the school health office and student health records.
 - A. Keep the health office clean and orderly.
 - B. Establish health records on all new students.
 - C. Collect and maintain up to date health data for student health files.
 - D. Maintain and file health office records in a confidential manner.
 - E. Document student visits to the health office in accordance with health service policy and procedures.
 - F. Evaluate immunization needs of students and report students in need of immunizations to the District nurse.
 - G. Maintain medication log and monitor medication consent forms for annual updates.
 - H. Review health information forms and report all students with special needs to the District nurse.
 - I. Distribute and collect health information forms.
 - J. Order and maintain supplies needed for the health office and classroom first aid kits.
 - K. Type letters, reports, and requisitions as directed. (S)
 - L. Receive and relay telephone messages as necessary.
4. Other duties as assigned to support the school site office and the District needs.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working Knowledge of:
 - A. School nursing policies;
 - B. Rules for administering medication;
 - C. Medical terminology;
 - D. Standards of confidentiality for medical records;
 - E. Basic computer programs including word processing, data base and information systems such as AERIES.
2. General knowledge of:
 - A. Where to go for needed information and the ability to judge what information should be passed on to the District nurse and school site administration;
 - B. District practices, procedures and guidelines for school health assistants;
 - C. Standard office machines.
3. Skills:

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<ul style="list-style-type: none">A. Reading documents written in standard English text;B. Reading medical documents such as prescriptions and procedures;C. Writing grammatically correct correspondence such as notes to parents or teachers;D. Speak a second language; (preferred)E. Speak on a one-to-one basis using appropriate vocabulary and grammar to explain policies and procedures or to communicate needs;F. Type and perform routine clerical work. <p>4. Abilities</p> <ul style="list-style-type: none">A. Establish rapport with students, parents, and school personnel;B. Perform effectively and adapt to fluctuating workload and unexpected situations in a school setting;C. Organize materials in a systematic way to optimize efficiency and minimize duplication of effort;D. Establish and maintain cooperative working relationships with those contacted in the course of work.
<p>EDUCATION: High School Graduation or equivalent Training in an accredited institution as a licensed vocational nurse or registered nurse. AA Degree preferred</p>
<p>LICENSE OR CERTIFICATION REQUIREMENTS: Possession of LVN certificate or equivalent with recertification every two years Valid first aid certification (every two years) CPR certificate (annually) with AED for adult and child Possession of a valid California Driver's License</p>
<p>PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is regularly required to: work at a table or desk for extended periods of time; see for the purpose of reading or observing students; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; bend, twist, stoop, or kneel; reach in all directions. The employee may be frequently required to: stand and/or walk around for extended periods of time; lift and/or move objects up to 35 pounds in weight.</p>
<p>WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>

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While performing the duties of this job, the employee is **regularly required to:** work in an indoor climate controlled environment with moderate noise levels; be in contact with numerous people; be exposed to a variety of germs and potential communicable diseases. The employee is **frequently required to:** move outside and remain outside for periods up to one hour.

SALARY RANGE: 25