

# SWEETWATER UNION HIGH SCHOOL DISTRICT

## **CLASS TITLE: LICENSED VOCATIONAL NURSE**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide a variety of health care services to students at an assigned school site; administer first aid, screen ill or injured students and provide emergency care in accordance with State laws and District regulations; accompany and provide specialized medical care to individual students as directed; prepare and maintain related records, files and reports.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Provide a variety of health care services to students at an assigned school site; monitor and assess student health, temperatures, pulses, respiration and other conditions.

Administer first aid, screen ill or injured students and provide emergency care in accordance with State laws and District regulations; prepare and administer prescribed medications according to physician instructions and established District procedures as directed.

Accompany and provide specialized medical care to individual students as directed; administer catheterizations, tracheal suctioning and tube feedings to students as assigned; assist individual students with personal hygiene and toileting as directed; lift, move and position students as necessary; push and adjust wheelchairs as needed.

Prepare and maintain a variety of records, logs and reports related to student health, medication, accidents, daily medical activities and assigned duties; establish and maintain filing systems.

Notify parents, guardians, emergency personnel and other authorized persons when children need to be sent home or to the hospital.

Update and maintain student health records and emergency cards; assist parents with completing various forms; review, maintain and file physical exam and immunization records

Operate a computer and assigned software; operate a variety of medical instruments and equipment including catheters, thermometers, stethoscopes, gastronomical tubes, oxygen machines, ventilators and suction equipment.

Communicate with District personnel, students and parents to exchange information, coordinate activities and resolve issues or concerns related to student health, medications, accidents, emergencies, daily medical activities and assigned duties.

Maintain the health office in a clean, orderly and safe condition; maintain inventory and order first aid and health office supplies as necessary.

Set up meal trays and assist individual students with eating as directed; record food and fluid intake and output as assigned.

#### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Health office practices, procedures and equipment.

Health and safety regulations.

First aid and CPR methods and procedures.

Clean and sterile treatment techniques.

Applicable laws, codes, regulations, policies and procedures.

Operation of a variety of specialized medical equipment.

Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Operation of a computer and assigned software.

**ABILITY TO:**

Provide a variety of health care services to students at an assigned school site.  
Administer first aid, screen ill or injured students and provide emergency care in accordance with State laws and District regulations.  
Accompany and provide specialized medical care to individual students as directed.  
Prepare and maintain related records, files and reports.  
Observe health and safety regulations.  
Operate a variety of specialized medical equipment.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Determine appropriate action within clearly defined guidelines.  
Maintain records and prepare reports.  
Operate a computer and assigned software.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some experiencing using suctioning and tube feeding equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid registration as a Licensed Vocational Nurse in the State of California, including requirement for administration of prescribed medication.  
CPR Certificate issued by an authorized agency.  
Some positions in this class may require a valid Food Handler's Certificate issued by the San Diego County Department of Health Services.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and medical instruments.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials and screen student health conditions.  
Bending at the waist, kneeling or crouching to assist students.  
Lifting, carrying, pushing or pulling students as assigned by position.

**HAZARDS:**

Contact with blood and other body fluids.  
Potential for contact with blood-borne pathogens and communicable diseases.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*