



For the future of every student

CLASS TITLE: LICENSED NURSE (NON-CREDENTIALLED)

BASIC FUNCTION

Under the supervision and evaluation of the Coordinator of Health Services & Prevention Programs, performs a variety of activities in support of student health services; communicates with parents, school site, district personnel and /or agencies regarding health related matters on behalf of student(s); assists with medical screening of students; disseminates health information; and provides emergency medical care. This position also works under the direction of a Credentialed School Nurse.

DISTINGUISHING CHARACTERISTICS BETWEEN RELATED CLASSES

A Licensed Vocational Nurse (or Licensed Practical Nurse) possesses a California nursing license and performs specialized physical health care procedures requiring technical manual skills under the direction of a registered nurse (RN), with a major differences between LVN and RN being in the areas of teaching, supervision, independent function, and the authority to assess and plan a course of action. A Health Technician performs the less technical health related services at a designated school site that are not subject to State and/or Federal licensing/certification requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provides specialized health services to students including but not limited to toileting assistance, catheterization, gavage feeding, ostomy care, tracheostomy care, suctioning, etc.

Maintains health records.

Provides emergency medical care in the event of serious illnesses or accidents.

Administers medication pursuant to physician's instructions.

Coordinates necessary health conferences with parents, staff and community resources.

Prepares data reports for the school district, county and state agencies.

Orders and maintains supplies for school health office.

Assists in maintaining a neat, clean, orderly health office.

Provides support and acts as a resource for all schools and district staff.

Provides appropriate health-related training for school and volunteer staff.

Assists student(s) to develop self-control and self-esteem, assists in health clinics, assists in the development of health related newsletters for staff and community.

Maintains professional competence through continuing education course work or experience.

Assists in providing appropriate health instruction to students.

Performs other duties as assigned that support the overall objective of the position.

An active and valid nursing license is required for this classification, and at a minimum requires a LPN or LVN. In addition to the essential duties as outlined above, incumbents will also be assigned the following duties in accordance with their license and certification(s) held. Incumbents hired into this classification, will be assigned as a Licensed Nurse, and will be placed on the designated salary range for the specified license level as outlined below.

LEVEL I (salary range 300)

Licensed Practical Nurse (L.P.N.) / Licensed Vocational Nurse (L.V.N.) is the practice of nursing which is limited to the scope of performing services that require technical and manual skills:

- Uses and practices basic assessment (data collection)
- Participates in planning
- Executes interventions in accordance with the care plan or treatment plan
- Contributes to evaluation of individualized interventions related to the care plan or treatment plan
- Provides direct student care by which the licensee:
 - Performs basic nursing services, which are limited to the services above
 - Administers medications
 - Applies communication skills for the purpose of student care and education
 - Contributes to the development and implementation of a teaching plan related to self-care for the student, if deemed appropriate by the Credentialed School Nurse

LEVEL II (salary range 325)

Registered Nurse (R.N.) is the practice of nursing which is the scope of practice that includes all of the functions a LVN/LPN as well as:

- Basic health care that allows assistance for a student to cope with difficulties in daily living, which are associated with actual or potential health or illness concerns
 - Observation of signs and symptoms of illness
 - Reactions to treatment
 - General behavior or general physical condition
 - Determination of whether any of the above exhibit abnormal characteristics that may lead to the implementation of appropriate reporting, referral or the initiation of emergency medical procedure action to be taken on behalf of the student.
 - Implementation of appropriate standardized medical procedures (Section 2725(a) of the California Nursing Practice Act (NPA))
- The treatment of that basic health care as written above, which requires a substantial amount of scientific knowledge or technical skill
- Direct and indirect student care services that ensure safety, comfort, personal hygiene and protection of the student
 - Administration of medications and therapeutic agents necessary to implement a medical treatment and / or disease prevention

- The performance of disease prevention and restorative measures
- Indirect services may include the delegation and direction given of student care performed by subordinates

LEVEL III (salary range 370)

Registered Nurse (R.N.) who has a valid California State School Audiometrist Certificate includes the scope and practice of nursing as written in the above description including:

- Administration of audiometric tests / screenings administered to school and preschool age children in school buildings and other places as are or may be used by schools

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Needs of medically fragile students.
- Correct medical procedures for specialized health needs, motivation techniques for atypical students, general goals of special education in public schools.
- Simple record keeping.
- Confidentiality laws relating to student records.
- Emergency medical treatment.
- Clinical and health office apparatus.
- Laws and codes related to the administration of health services, community health resources.

ABILITY TO:

Perform specialized health procedures.

Supervise students.

Interact with students, parents, staff, and community in a patient, warm, friendly manner.

Communicate clearly and effectively verbally and in writing.

Deal with stressful situations in a calm, professional manner.

Be flexible in scheduling workload.

Lift and move students safely; push and pull wheelchairs.

Administer medication pursuant to physician's instructions.

Understand and carry out oral and written instructions in an independent manner.

Establish and maintain cooperative working relationships.

Comply with the District's customer service standards, as outlined in Board policy.

Establish and maintain accurate and current records and files and prepare reports.

Operate standard office equipment, including computers and related software.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

College graduate or equivalent as required for specified nursing license, and at least one year experience utilizing nursing license, preferred experience within the educational setting, may be satisfied with previous experience with children.

LICENSES AND OTHER REQUIREMENTS:

- An active and valid nursing license, minimum of a Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN).
- Possession of an audiometrist certificate issued by the California State Department of Public Health desired, but required for Level III above.
- Valid California driver's license.

- Valid First Aid and CPR certifications issued by an authorized agency; employees must fulfill certification requirements within the first three (3) months of the probationary period.

WORKING CONDITIONS:**ENVIRONMENT:**

Work is performed primarily in a school / educational setting.

PHYSICAL DEMANDS:

Primary functions require sufficient physical ability and mobility to work in a school / educational setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, twist, lift, carry, push and or pull to varying amounts of weight; to safely assist in student positioning; and to verbally communicate to exchange information; to see in the normal visual range with or without correction; and to hear in the normal audio range with or without correction.

HAZARDS:

Exposure to bloodborne pathogens and bodily fluids.