

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Page 1 of 3
6/22/06

TITLE: LICENSED VOCATIONAL NURSE (LVN)

REPORTS TO: Assigned Administrator

JOB GOAL: Under the supervision of the Assigned Administrator and under the professional direction of a California credentialed District nurse, a Licensed Vocational Nurse (LVN) may be required to implement specialized health care procedures for medically fragile children.

QUALIFICATIONS

Knowledge of

1. Special program goals and objectives, general concepts of child development and characteristics of children with special needs.
2. Vocational nursing functions including but not limited to; first aid, CPR, administration of medications, specialized health care procedures and techniques, signs and symptoms of child abuse, infection control procedures, hazardous waste management, and record keeping and reporting requirements.
3. Universal health precautions, proper techniques for handling and disposing of hazardous materials.

Ability to

1. Communicate effectively one-on-one and in small groups.
2. Exercise judgment in dealing with emergencies and special health needs.
3. Handle emergency situations calmly and effectively.
4. Use discretion in handling confidential records.
5. Establish and maintain effective relationships with students, parents, staff and other health care professionals and the general public; effective communication and interpersonal skills.
6. Operate a computer.

Training and Experience

1. One year of nursing experience working with medically fragile children or adults; or any combination of training and experience that would likely provide the desired knowledge and abilities.
2. Possess a valid State of California License of Vocational Nursing.
3. Possess and maintain a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certification.
4. Possession and maintenance of a valid and appropriate State of California driver license.

ESSENTIAL FUNCTIONS

1. Administers blood pressure monitoring, catheterization, diabetic monitor, gastrostomy tube feeding method, gastrostomy tube reinsertion, intravenous medication and infusion (with tube in place), siliastic catheterization, Central Venous Line site care, feeding or medicating, mechanical ventilation, ostomy care, oxygen administration, postural drainage and percussion, respiratory assistance with inhaler or mechanical nebulizer, tracheotomy care including cleaning, suctioning and tube replacement.

TITLE: LICENSED VOCATIONAL NURSE (LVN)

ESSENTIAL FUNCTIONS (continued)

2. Ensures all specialized health care procedures are provided under specified written provisions approved by physician and district nurse with the parent's written consent.
3. Administers prescribed medications according to instructions and district policies.
4. Administers emergency health care plan as designated by the district nurse, parent and physician.
5. Communicates with the district nurse any observed medical conditions of the assigned student(s).
6. Participates in IEP meetings as appropriate.
7. Records appropriate medical procedures on daily log.
8. Provides staff with current information regarding specific health problems of their students.
9. Consults with district nurse regarding first aid and emergency care of assigned student(s).
10. Participates in routine in-service training as required.
11. Consults with staff regarding health information as needed.
12. Demonstrates and models safe, prudent work behaviors and practices that result in a safe and healthy environment.
13. Conducts routine screening procedures.
14. Performs other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds occasionally up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion..
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: 10-month work year

