

Mountain View Whisman School District Human Resources Department	Job Title: District Licensed Vocational Nurse (LVN)
Classification: M	Date Reviewed: Date Revised:

Position Description

Under the supervision of the Chief Human Relations Officer and the professional direction of the District Nurses, the Licensed Vocational Nurse performs specialized physical health care services for students; in coordination with the District Nurses, or other support staff identifies and reports specific health problems; travels to various school sites to perform a wide variety of nursing duties; prepares and maintains a variety of health records; supports District Nurses in promoting health and wellness of students, staff education, and parent/family education. Perform duties within the scope outlined in the Vocational Nursing Practice Act.

Qualifications

- Active California State License as a Licensed Vocational Nurse
- Current CPR/BLS
- Valid California Driver's License
- Must provide a reliable private vehicle in order to perform each essential duty when assigned to multiple school sites.

Examples of Duties & Responsibilities

- Maintain a healthy and safe environment for students and staff
- Build and maintain positive relationships and communicate well with the District Nurses, parents, children, staff, and members of the public to exchange information, refer students, report suspected child abuse, coordinate activities and resolve other safety and health-related issues and concerns
- Perform suctioning, oxygen therapy, ventilator care, ileostomy and colostomy care, blood sugar testing, catheterizations, drip and tube feeding administration as required
- Provide toilet assistance and/or change diapers
- Administer medications and/or monitor after administration as ordered by physician. This may include, but is not limited to, rectal medications such as Diastat
- Assist with diabetes school management, which includes, but is not limited to, glucose monitoring, carbohydrate counting, insulin and/or glucagon administration.
- Assess and assist students with seizures, asthma, food/environmental/other allergies
- Check for head lice, skin abnormalities, and other conditions
- Operate standard medical and office equipment including a computer; use pertinent software applications; and adhere to safety practices
- Follow universal precautions and control of infectious diseases, including handling blood or bodily fluids.
- Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, standard English.
- Assist in maintaining and initiating student health and other related records, this may include immunization data/entry, state health screenings, student health reports, doctor orders and parental consents related to assigned activities
- Assist District Nurse(s) in state mandated physical health screenings
- Attend IEP/504 meetings for students with significant health needs

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Examples of Duties and Responsibilities (continued)

- Respond to emergencies, evaluate condition of students and provide health instruction and care as needed
- Provide leadership; adapt to changing work priorities; display medical aptitude; maintain confidentiality; and working with frequent interruptions.
- Assure cleanliness and sanitary conditions of medical instruments and offices
- Travel to various school sites within the District
- Must frequently lift, move, push, and/or pull up to 50 pounds
- Attend a variety of meetings/trainings to maintain current knowledge of the medical laws, rules, regulations and technological advancements in the field. Participate in district in services as applicable.
- Adhere to MVWSD board policies and administrative regulations

Performs other directly related duties as assigned.

Supervised by: Superintendent or designee

Evaluated by: Superintendent or designee