



Orange County Department of Education
Human Resources Department
Classified Class Specification

Class Code: 4036
Date Adopted: 7/1/2024

FLSA Status: Nonexempt
Union Representation: Represented

Licensed Vocational Nurse

GENERAL PURPOSE

Under general supervision, performs specialized physical health care services for medically complex students assigned to special schools for illnesses, injuries, medical conditions, and other related matters within limits of licensure and school nurse directions; administers medications and performs other specialized physical health care procedures in accordance with physician's orders; maintains health records and keeps all medications, healthcare, and emergency medical orders up to date; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Licensed Vocational Nurses perform specialized physical health care services for medically complex special education students in assigned schools because of illness, injury, seizure, or other medical problems occurring at school. Incumbents administer medications, perform other specialized health care procedures, and are responsible for the disaster medication program for their assigned schools. Work is performed under the direction of a school nurse, and duties are carried out in accordance with provisions of their licensure as Licensed Vocational Nurses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Monitor the physical and medical conditions of students in assigned schools; consult with school nurse regarding first aid and emergency care of students resulting from illness, injury, seizure, or other medical problems occurring at school; make determinations on whether to call parents to pick up a child; and communicate with school nurse, staff, and parents as necessary regarding any school-site medical problems or in the event of any unusual activities or behavior.
2. Under the direction of a school nurse and standing medical orders, perform a variety of medically oriented specialized health care duties, including, administering medication orally or through a g-tube; administering g-tube feedings, monitoring to ensure equipment is operating correctly and that the student is not experiencing reflux; and suctioning the trachea and/or student nose and mouth.
3. Inspect gastrointestinal stoma sites and tracheostomy sites for infection, irritation, and/or dislodgement.
4. Monitor and maintain records of student seizures while ensuring students do not hurt themselves; assist in physically positioning and/or transferring and lifting students as required.

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5. Maintain records of all services provided for each student, including medicines and feedings administered and trachea or other care performed; complete incident and contact reports; maintain records of bruises and marks; and complete and submit reports on medical services provided to students.
 6. Maintain up-to-date medication and specialized health care instructions for applicable students in administering the schools' disaster medication program; obtain required parent and physician signatures; and inspect and restock medical supplies, such as gloves, band aids, Kleenex, cleaning and disinfecting sprays, feminine hygiene pads, disinfectant wipes, and basic first aid supplies.
 7. Assess students' post-behavior incidents for marks and/or injury; collaborate with teacher and school psychologist in assessing students' behavior and possible need for emergency behavior medication.
 8. Consult with school nurse regarding treatments or assessments outside of the licensed vocational nurse's scope of practice.

OTHER DUTIES

1. Assist with other administrative activities as assigned.
2. Attend a variety of meetings and training sessions as required.
3. Perform CPR and first aid as required.

QUALIFICATIONS

Knowledge of:

1. Methods and practices for performing routine medical and physical care for medically complex students, including administering medicines, feeding through g-tubes, performing trachea care, and suctioning.
2. Facial, body language, and other indicators of physical discomfort and distress in a child who is unable to communicate verbally.
3. Laws and regulations applicable to the role of a licensed vocational nurse.
4. Universal precautions and control of infectious diseases.
5. Safe work practices and safe procedures for performing physical care for medically fragile students.
6. Child abuse reporting requirements and prevention strategies.
7. Administrative practices and procedures, including record-keeping and filing practices and procedures.
8. CPR and first aid.

Ability and Skill to:

1. Perform assigned medically-oriented assessments and specialized health care procedures efficiently and with compassion.
2. Understand the needs of medically complex special education students.
3. Observe and interpret students' non-verbal communications, including facial expressions, oral sounds, and body language to identify potential problems before they become serious.
4. Organize, set priorities, and exercise sound judgment within areas of responsibility.

5. Maintain detailed and confidential student records and files; communicate clearly and effectively, both orally and in writing.
6. Understand and follow written and oral instructions.
7. Lift and restrain students according to approved policies and procedures.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, physicians, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from an accredited training program for vocational nurses and one (1) year of experience working with medically complex children in an organized setting; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid license as a Licensed Vocational Nurse issued by the State of California, including requirements for administration of prescribed medication.

A valid CPR and first aid certifications.

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification often lift students and carry materials or equipment. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. This position includes the need to traverse uneven surfaces. May move students weighing up to 50 pounds and lift up to 100 pounds with assistance.

Must pass a pre-employment physical examination related to job duties and assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use basic math; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work including students, who may engage in potentially dangerous and/or abusive behavior.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Employees work in a classroom or nurse's office setting, and the noise level is generally quiet.