



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 4036
Date Adopted: July 1, 2008**

**FLSA Status: Nonexempt
Union Representation: Represented**

Licensed Vocational Nurse

GENERAL PURPOSE

Under general supervision, performs medical assessments of 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; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Licensed Vocational Nurses perform medical assessments of 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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Monitors the physical and medical conditions of students in assigned schools; makes medical assessments of students resulting from illness, injury, seizure, or other medical problems occurring at school; makes determinations on whether to call parents to pick up a child; communicates 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, performs 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 trachea and/or student nose and mouth; times, monitors, and maintains records of student seizures, while ensuring the student does not hurt him/herself; assists in physically positioning and/or transferring and lifting students as required.
3. Maintains records of all services provided for each student including medicines and feedings administered and trachea or other care performed; completes incident and contact reports; maintains records of bruises and marks; completes and submits MAA reports on medical services provided to students.
4. Maintains up-to-date medications and specialized health care instructions for applicable students in administering the schools' disaster medication program; obtains required parent and physician signatures.

OTHER DUTIES

1. Assists with other administrative activities as assigned.
2. Attends a variety of meetings and training sessions as required.
3. Perform CPR and First Aid as required.

QUALIFICATIONS

Knowledge of:

1. Methods and practices of performing routine medical/physical care of medically complex students, including administering medicines and feeding through g-tubes and 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 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 student's 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.
6. Communicate clearly and effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Lift and restrain students according to approved policies and procedures.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, physicians, and others encountered in the course of work.
11. 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 at least one 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.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk, and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level; and smell. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

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

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret medical orders and directives; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under deadlines with constant interruptions; and interact with OCDE management, administrators, faculty, staff, parents, students, physicians, and others encountered in the course of work.

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 the essential functions. Employees work in a classroom or nurse's office setting, and the noise level is generally quiet.