

## CONTRA COSTA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: LICENSED VOCATIONAL NURSE

### RANGE: 18

### BASIC FUNCTION:

Under the direction of an assigned Principal, Student Programs, and under the professional direction of a California credentialed Contra Costa County Office of Education nurse, serve as a member of the educational team serving the needs of children and their families. The position requires travel to various school sites within Contra Costa County to provide, as appropriate, a wide variety of specialized health care procedures for medically fragile children. The level of supervision (immediate, direct or indirect) required to administer the provision of specialized physical health care services shall be determined by the credentialed school nurse or licensed physician. The employee shall also do other related work as required.

### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Work cooperatively with CCCOE school nurses, staff and administration.
- Implement specialized health care procedures, including but not limited to, glucose testing, administration of insulin, catheterization, blood pressure monitoring, oral suctioning, tracheotomy care, gastrostomy tube feedings, oxygen therapy chest percussion, postural drainage, ventilator care, manual manipulation of respirator bag if needed, ileostomy and colostomy care, and seizure precautions.
- Turn medically fragile students and operates and maintains various mechanical apparatus used in caring for students, as necessary.
- Assure that all procedures are provided under specified written provisions approved by physician and requested by parent.
- Provide assistance to the credentialed school nurse at the assigned school(s) as directed by the credentialed school nurse or the site administrator(s) in accomplishing the computer entry of health data and other health related administrative activities.
- Record data regarding health related activities with students on County Office approved forms and computer programs as required and appropriate.
- Record food and fluid intake and output, as appropriate.
- Assist the credentialed school nurse with health screenings, immunizations, dental and recording procedures.
- Implement the emergency health care plan as designated by the school nurse, parent and physician.
- Respond to medical emergencies and provide first aid to assigned student(s).
- Travel to various school sites within Contra Costa County and perform a wide variety of nursing duties.
- Communicate with the school nurse any observed medical conditions of assigned students.
- Operate specialized medical equipment to perform specialized procedures.
- Administer prescribed medications according to instructions and CCCOE policies.
- Participate in IEP meetings as appropriate.
- Maintain health records for students.

- Communicate with Contra Costa County Office of Education personnel and outside organizations to exchange information, refer students, coordinate activities and resolve other health-related issues and concerns.
- Assist in ordering of health supplies for Contra Costa County schools.
- Distribute health supplies to schools as needed.
- Assist with distributing approved health information.
- Operate a computer and assigned software.
- Operate standard office equipment.
- Maintain general records.
- Attend and participate in various in-service trainings and meetings.

**OTHER DUTIES:**

- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern medical terminology, equipment and techniques.
- General concepts of child development and characteristics of children with special needs.
- Skills and abilities in vocational nursing, first aid, CPR, administration of medications, performing specialized health care procedures and techniques, infection control procedures, and hazardous waste management.
- Knowledge of universal health care precautions.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of specialized medical equipment.
- Record-keeping techniques.
- Adaptive equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Proper lifting techniques.
- Technical aspects of field of specialty.
- First aid and CPR techniques.

**ABILITY TO:**

- Travel to various school sites within Contra Costa County and perform a wide variety of nursing duties.
- Perform assigned specialized health care procedures following established medical orders, procedures, instruction and CCCOE guidelines and policies.
- Assist in screening students for vision, hearing, dental and immunizations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of technological advances in the field.
- Exercise good judgment in dealing with emergency and special health needs.
- Use discretion in handling confidential records.
- Work independently with little direction.

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- Prioritize and schedule work.
- Lift and move adaptive equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records.
- Operate a computer to enter data, maintain records and generate reports.
- Prioritize and schedule work.
- Analyze situations accurately and adopt an effective course of action within CCCOE policies and procedures.

#### **EDUCATION AND EXPERIENCE:**

- Equivalent of the completion of graduation from an accredited Vocational Nurses Training program.
- One year of nursing related experience required.
- Two years of nursing related experience working with medically fragile children or adults desired.

#### **LICENSES AND OTHER REQUIREMENTS:**

- Possess a valid State of California license as a Licensed Vocational Nurse.
- Valid First Aid and CPR Certification.
- Valid California driver's license.

#### **WORKING CONDITIONS:**

##### **WORK ENVIRONMENT:**

- Employees in this position will be required to work indoors in a standard office/classroom environment.
- Drive a vehicle to conduct work.
- Exposure to dissatisfied or abusive individuals.
- Possible exposure to blood and other body fluids.
- Potential contact with blood-borne pathogens and communicable diseases.
- Potential exposure to chemicals including antiseptics and disinfectants
- Direct contact with CCCOE students, staff and the public.

##### **PHYSICAL DEMANDS:**

- Hear and understand speech at normal levels and on the telephone.
- Speak so that others may understand at normal levels and on the telephone.
- Operate assigned machines and equipment.
- See to perform nursing duties.
- Stand, walk, and bend over, kneel, crouch, reach overhead, grasp, push, pull and move, lift and/or carry moderately heavy objects and to assist students in wheelchairs.
- Sitting or standing for extended periods of time while working with students.
- Seeing to read a variety of materials and assess students.