

CLASSIFICATION TITLE: *Licensed Vocational Nurse (LVN); OR, Psychiatric Technician (LPT) I*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general supervision, perform a wide variety of general and psychiatric nursing duties; perform specialized health care procedures and duties as assigned by the supervising school nurse on students

SUPERVISOR: Supervising School Nurse

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Perform specialized health care procedures as indicated in procedure protocol; assess students for acute and chronic health problems as requested by school staff and supervising school nurse; report student health concerns to supervising school nurse; contact family/agencies to make appropriate referrals as directed by supervising school nurse; note health concerns, assessment data, family/agency contacts on student health cards; record direct student contact for assessment on Medi-Cal billing logs; assist supervising school nurse in ordering health supplies, developing student health care procedures and protocol, and assessing classroom environments for safety and hygiene; may accompany student on bus to and from school and provided needed health care during transportation; perform other related duties as requested by supervising school nurse.

MINIMUM QUALIFICATIONS:

Education and Experience:

Education as required for the Psychiatric Technician or Licensed Vocational Nursing Certification. Experience in home health nursing in pediatrics or equivalent experiences desired.

License or Certificate:

A valid license as a Licensed Vocational Nurse; or, a valid license as a Psychiatric Technician issued by the California State Board of Vocational Nurse and Psychiatric Technician Examiners; and a valid California Driver's license and evidence of insurability in order to drive from site to site.

Knowledge of:

Modern medical terminology, equipment, and techniques including physical assessment skills; acute and chronic health conditions and medications commonly used for these conditions in the pediatric population; public health agencies and local health care resources; health and safety regulations; operation of specialized medical equipment; record-keeping techniques.

Skills and Ability to:

Perform a wide variety of nursing duties; perform specialized health care procedures according to established procedures protocol; record data and information; assist in screening students for vision, dental, and immunizations; communicate effectively both orally and in writing; read, interpret, apply rules, regulations, policies, and procedures; maintain current knowledge of technological advances in the field; work independently; prioritize and schedule work; report to supervising school nurse to assure appropriate follow-up of student health concerns; think and act quickly in emergencies; effectively deal with personal danger; interpersonal skills using tact, patience, and courtesy.

SPECIAL REQUIREMENTS:

Must maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; maintain physical condition appropriate to the performance of assigned duties and responsibility which may include assisting in subduing resisting individuals; must be able to support the weight of patients for brief periods of time in positioning/transporting; ability to operate and use a variety of health care equipment and tools.

PHYSICAL REQUIREMENTS:

Essential duties required, but not limited to, the following physical abilities:

Hear and understand speech at normal levels 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, and reach overhead, grasp, pull and move.

WORK ENVIRONMENT:

Employees in this position may be exposed to the following:

Work indoors in a standard school classroom environment, school bus, and student home; direct contact with Sutter County Superintendent of Schools staff, district office staff, and the public; dissatisfied individuals, occasionally parents or staff; blood and other body fluids; potential contact with blood-borne pathogens and communicable diseases; chemicals including antiseptics and disinfectant.