

CLASSIFICATION TITLE: *Licensed Vocational Nurse (LVN)/ Psychiatric Technician (LPT) II*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

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

DISTINGUISHING CHARACTERISTICS:

The Licensed Vocational Nurse (LVN)/ Psychiatric Technician (LPT) II is distinguished from the Licensed Vocational Nurse (LVN)/ Psychiatric Technician (LPT) I in that daily work assignments are more varied and require less supervision. Further differences include comprehensive knowledge of necessary nursing supplies and maintaining adequate inventory and knowledge of when to order and where to obtain necessary inventory. An Licensed Vocational Nurse (LVN)/ Psychiatric Technician (LPT) II has a high degree of parent contact with knowledge of school regulations and required immunizations and timely notifications and supports maintaining nursing files.

SUPERVISOR: Supervising School Nurse

SUPERVISION OVER:

None; however, may be responsible for assigning, directing, and reviewing the work of other LVN's.

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.)

Performs specialized health care procedures as indicated in procedure protocol; assesses students for acute and chronic health problems as requested by school staff and supervising school nurse; reports student health concerns to the supervising school nurse; contacts family/agencies to make appropriate referrals as directed by supervising school nurse; notes health concerns, assessment data, family/agency contacts on student health cards; records direct student contact for assessment on Medi-Cal billing logs; develops student health care procedures and protocols, and assesses environments for safety and hygiene; orders and researches supplies and materials for all nursing staff; inputs hearing and vision results in SEIS for IEP's; sends referral letters to parents regarding Immunizations, Hearing and Vision results; may substitute for 1:1 nursing staff (must be updated /current on individual cases); will use behavior management skills acquired through specific training (such as Tech intern classes, CPI, etc.); supports maintaining current medical files for school nurse.

MINIMUM QUALIFICATIONS:

Education and Experience Requirements:

Education as required for the Licensed Vocation Nursing or Psychiatric Technician certification. Experience in home health nursing in pediatrics or one year of equivalent experiences desired.

License or Certificate:

A valid license as a Licensed Vocational Nurse or Licensed Psychiatric Technician issued by the California State Board of Vocational Nurses and Psychiatric Technicians; 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 (ventilator, suction machine, feeding pump, ambu bag) 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 procedures and regulations; record keeping techniques.

Sutter County Superintendent of Schools

Job Description

Licensed Vocational Nurse (LVN)/ Psychiatric Technician (LPT) II

Skills and Ability to:

Perform a wide variety of nursing duties; perform specialized health care procedures according to established procedures protocol, as well as ability to perform multiple procedures on a variety of students within the same work day; perform proper lifting and transferring techniques; record data and information; 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; report regularly to supervising school nurse to assure appropriate follow-up of student's health issues; interpersonal skills using tact, patience, and courtesy.

SPECIAL 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; 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; direct contact with Sutter County Superintendent of Schools staff, district office staff, and the public.