

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Licensed Vocational Nurse	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Health Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G- 37/CSEA 125 Salary Schedule

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**(Former Classification: Health Procedure Technician I)**

**BASIC FUNCTION:**

Under general direction of an assigned supervisor or designee, provide nursing and other related health care services to children who are chronically ill and/or medically fragile, to meet the needs of students, families, staff and sites; perform medical procedures in a timely manner and administer first aid and medications to students in accordance with State laws and District regulations.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Provide specialized physical health care services in a timely manner to deliver professional services to students and sites; services may include but not be limited to catheterization, tube feeding, tracheostomy care, ventilators, and other procedures as outlined in the guidelines of the California Department of Education and in the scope of practice of the State Licensing Board under the supervision of a credentialed School Nurse or as ordered by the healthcare provider. *E*

Provide emergency care, administer prescribed medications, and perform prescribed procedures in a timely manner as outlined by the California Department of Education and in the scope of practice of the State Licensing Board to meet the needs of students and sites; consult with medical professionals regarding student medical care as needed. *E*

Administer injections as needed, including but not limited to, immunizations and diabetic management within the scope of practice; administer medication as prescribed by the health care provider. *E*

Assist in initiating and maintaining confidential health and other related records and reports; including student health records, accident reports, and Medi-Cal logs; log medical procedures and input data into the health information system. *E*

Assist in the classroom in meeting personal and other needs of the individual or group of student(s) as directed in support of students achieving their personal best. *E*

Help maintain a positive school health environment through open communication and effective human relations by establishing collaborative relations with a diverse range of individuals. *E*

Adhere to schedules and time lines to meet the needs of students, staff and sites. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience in a clinical setting or with chronically ill or medically fragile children desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Vocational Nurse's License; valid California Driver's License; valid First Aid and CPR Certification issued by an authorized agency.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic nursing skills to care for chronically ill or medically fragile children.  
Proper methods of reporting health problems and concerns according to established guidelines.  
Emergency care and protocol.  
Current office practices, procedures and equipment.  
Interpersonal skills using tact, patience and courtesy.  
Accurate record keeping and filing.  
Proper English usage, grammar, spelling, punctuation and vocabulary.  
Basic health equipment and instruments.  
Health Information Privacy Act and regulations.  
Medical terminology.

**ABILITY TO:**

Use and understand medical terminology.  
Work confidentially with discretion.  
Provide specialized physical health care services and other nursing or related services.  
Observe legal and defensive driving practices.  
Prepare and maintain accurate records.  
Learn and apply appropriate care and procedures related to chronically ill, medically fragile or injured students or students with specialized physical health care services.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Communicate, understand and follow both oral and written directions effectively.  
Plan, organize and meet schedules and time lines.  
Learn new or updated computer systems and programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Apply integrity and trust in all situations.  
Actively participate in meeting District goals and outcomes.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Health office environment in schools throughout the District, as well as potential out-of-town activities; driving vehicle or riding in a District vehicle, as necessary; may be required to work an irregular schedule; contact with dissatisfied individuals ;exposure to and contact with bloodborne pathogens; exposure to communicable diseases.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; reaching overhead and horizontally to retrieve and store supplies; kneeling or crouching; dexterity to provide health care procedures; hearing and speaking to exchange information in person or on the telephone and provide assistance to students; seeing to read fine print; lifting moderately heavy objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E= Essential Functions*