

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPECIALIZED HEALTH CARE TECHNICIAN/LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the direction of a Principal or designee, provide technical assistance to students in the health office; administer first aid as necessary; prepare various reports and health records; perform data entry of student demographic and medical information including updating information from parents/guardians, students and staff as needed; provide health information to parents/guardians, students and staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide technical assistance in the health office for students; examine students for illness, injury and medical emergency; administer first aid as necessary; take temperatures and blood pressure; bandage wounds and provide ice packs; document and report unusual or critical cases to appropriate authorities; notify and release students to parents/guardians according to established procedures; maintain records of office visits.

Dispense medications according to physician instructions and written consent from parents/guardians; maintain records of dosage including amount, time, medication, authorizations and related information; test glucose levels; utilize an Epi pen for allergic reactions according to established guidelines as needed; train other staff in the proper procedures related to Epi pen injections.

Respond to emergency situations such as injured students, fights, and other incidents; resolve immediate safety concerns; record accident/incident reports for staff and students.

Process paperwork to ensure students receive physical and other examinations and required follow-up care; prepare and maintain various demographic, health and other related files, records and reports according to established procedures; maintain immunization, medication, and health and vision/hearing screening records; maintain student cumulative records; ensure compliance with state and federal mandates related to health care and reporting; maintain and update student information in assigned database.

Provide health information and services to students in various areas such as medications and health care procedures; provide information in person or on the telephone to school site personnel regarding the needs of students; notify parents/guardians of immunization, physicals, Pediculus and other health-related matters.

Coordinate and conduct vision; assist with coordinating hearing and various other screening tests and clinics for students as appropriate; record screening results.

Attend meetings and assist in implementing Individualized Education Programs (IEPs); serve as a team member; perform Special Education health assessments and implement 504 plans; communicate related information with parents/guardians in person or on the telephone.

Serve as a technical resource to students, parents/guardians and staff concerning health services, issues, problems and related information; respond to inquiries and provide detailed and technical information concerning medications, immunizations, health care procedures and related laws, codes, rules, programs and regulations.

Requisition, stock and inventory medical, first aid and office supplies as necessary; ensure proper medical supplies are available in classrooms. Re-stock teacher first aid kits as assigned.

Operate a computer and a variety of health instruments and first aid supplies and equipment; ensure medical equipment is calibrated according to established time lines and standards; operate standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work as assigned by the position.

Receive and greet visitors to the office; provide information to staff, students, parents/guardians and the public; answer telephone calls, take messages and respond to inquiries.

Translate a variety of documents and provide interpretation as assigned by the position.

Operation of Epi Pen.

Operation of AED Unit.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Medication effects and proper administration procedures.
Proper operation of health assessment instruments.
Modern medical terminology, equipment and techniques.
Diagnostic methods for medical conditions and diseases.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills. Operation of a computer and assigned software.
Public health agencies and local health care resources. Health and safety regulations.
Operation of Epi Pen.
Operation of AED Unit.
Modern office practices, procedures and equipment. Record-keeping techniques.
First aid and CPR procedures.

ABILITY TO:

Provide technical assistance in the health services program for students.
Conduct examinations and health screenings to assess students' physical condition.
Serve as a technical resource to students, parents/guardians and staff concerning health services, issues, problems and related information.
Administer first aid as necessary.
Analyze situations accurately and adopt an effective course of action during routine and emergency situations.
Provide health information to parents/guardians, students and staff.
Maintain records and prepare comprehensive reports.
Establish and maintain files, records, reports and referrals.
Communicate effectively both orally and in writing.
Meet schedules and time lines.

Apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Operate a computer and assigned software. Operate
a variety of health office equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent supplemented by college-level course work in nursing, health care or a related field and two years of health care experience.

LICENSES AND OTHER REQUIREMENTS:

Valid registration as a Licensed Vocational Nurse.
Valid First Aid, CPR and AED Certificates issued by an authorized agency.
Some incumbents in this classification may be required to read, speak and write in a designated second language.
Required to possess a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Health office environment. Constant interruptions.
Driving a vehicle to conduct work as assigned.

PHYSICAL DEMANDS:

The ability to see to assess injuries or illnesses.
Bending at the waist, kneeling or crouching to assist students.
Hearing and speaking to exchange information in person and on the telephone. Dexterity of hands and fingers to operate a computer keyboard and testing equipment. Reaching overhead, above the shoulders and horizontally to retrieve supplies.
Lifting, carrying, pushing or pulling.

HAZARDS:

Communicable diseases and blood-borne pathogens.

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