

LICENSED PRACTICAL NURSE (SCHOOL)

Under current New York State Law, candidates seeking employment with school districts in New York State will be required to undergo fingerprinting and a criminal history background check prior to appointment.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing routine sub-professional nursing services and assisting a Registered Professional Nurse or certified School Nurse-Teacher in the maintenance of acceptable health standards, school health records and the emergency treatment of student and employee health problems. The work requires understanding of and skill in routine nursing practices but does not require the exercise of professional judgment. Assignments concerning health care are given specifically and supervised closely by a Registered Professional Nurse, a certified School Nurse-Teacher or a School Physician. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the School Physician, certified School Nurse-Teacher or Registered Professional Nurse in physical, visual and auditory screening examination of students and employees;
- Assists in administering first aid and emergency treatment to students and employees;
- Assists at school immunization clinics;
- Prepares and maintains health records and reports;
- Orders, inventories, stores and distributes materials and supplies used in the health service program;
- Arranges for transportation of sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;
- Carries out routine therapeutic treatments, such as, preparing and applying dressings and administering certain medication upon specific instructions of a physician, certified Nurse-Teacher or Registered Professional Nurse;
- Maintains Health Office in an orderly manner and cares for equipment used;
- May do incidental typing.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing techniques and their relation to medical practices; good knowledge of sanitation and personal hygiene; good knowledge of medication administration/pharmacology; ability to apply therapeutic treatments as prescribed; ability to understand and carry out exactly detailed oral and written instructions; ability to keep records and make reports; ability to get along well with students and others; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma and completion of a course of study in a registered School of Practical Nursing approved by the New York State Education Department; OR:
- (B) An equivalent combination of training and experience sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT: Possession of a New York State license to practice as a Practical Nurse.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.