

LICENSED PRACTICAL NURSE (SCHOOL)

Department: School Districts
Classification: Non-Competitive
Labor Grade:
Adopted: 10/06/97
By: Regional Civil Service Commission

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a School District and involves responsibility to provide routine practical nursing care of children with special health care needs in accordance with detailed and well defined policies, rules and regulations. Employees assist either a School Nurse Teacher, Registered Professional Nurse (School) or School Physician in providing care to students. The work requires the understanding of and skill in routine practical nursing procedures and practices, but does not require the exercise of professional judgment called for in the position of Registered Professional Nurse. The work is performed under the direction of either a Registered Professional Nurse or Licensed Physician. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

Consults with the Registered Professional Nurse on various health issues;
Provides routine practical nursing care to students with health care needs following the School District Protocols and procedures;
Provides first aid treatment to students with health care needs following accidents or other incidents on school property;
Arranges transportation for sick or injured students;
Notifies appropriate persons of accidents or other health problems of students while maintaining confidentiality of information;
Administers medications to students as prescribed by a qualified health care provider following school district policy and procedure;
Performs routine mandated health screenings on students following state guidelines and district procedure;
Provides routine practical nursing care to students with special health care needs;
Performs nursing care to students with specific health care needs following the Individualized Health Care Plan done by the School Nurse. (This can include, but is not limited to; catheterization, gastrostomy feeding, nasogastric feeding, suctioning.);
Maintains attendance records, health records and related documents and reports on students of the School District;
Maintains health office supplies, equipment and inventory;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of practical nursing techniques and their relation to medical and surgical practices; working knowledge of health office sanitation and hygiene; ability to apply therapeutic treatments and medications as prescribed; ability to understand and accurately carry out detailed oral and written instructions; ability to keep records and make reports; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a current New York State license as a Licensed Practical Nurse.

SPECIAL REQUIREMENTS: Current CPR and First Aid certificates.