

LICENSED PRACTICAL NURSE (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility to provide routine sub-professional primary nursing care of patients in accordance with detailed and well-defined policies, rules and regulations. Employees in this position assist either a School Nurse Teacher, Registered Professional Nurse (School) or School Physician in providing care to students and district employees. The work requires the understanding of and skill in routine nursing practices, but does not require the exercise of professional judgement called for in the position of Registered Professional Nurse. The work is performed under the supervision of either a Registered Professional Nurse or Licensed Physician. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Provides routine primary sub-professional nursing care to students and district staff;
Keeps attendance records, health records and related documents on students and employees of the School District;
Provides emergency first aid treatment to students and staff following accidents or other incidents on school property;
Completes health insurance forms for district employees;
Notifies parents and family physician of accidents or other health problems of students;
Collects excuses and contacts parents in questionable health cases or absences or tardiness;
Arranges transportation for sick or injured students and employees to their home, hospital or physician's office;
Administers medications as prescribed by a physician;
Coordinates provision of nursing care activities with those of the school physician;
Arranges for physicals and maintains health records for district employees;
Maintains an inventory of health office supplies and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of practical nursing techniques; working knowledge of health office sanitation and hygiene; ability to apply therapeutic treatments 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 other; physical condition commensurate with the demands of the position.

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