

Jurisdictional Class: Non-Competitive
Adopted: August 22, 2000
Revised: May 28, 2010

LICENSED PRACTICAL NURSE (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine nursing tasks to aid in the health care needs of students and staff. Duties are performed under the direction and supervision of a registered professional nurse or physician. An incumbent may supervise auxiliary nursing staff such as aides and attendants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gathers data and assists with planning, implementation, and evaluation of the health needs of students and staff;
Administers medications and treatments per health care provider's orders and parental written authorization based on established guidelines and district policy;
Follows communicable disease control procedures and informs and advises administration and/or parents regarding school exclusion and readmission;
Provides care for student illnesses and accidents according to school policies and protocols;
Completes accident and incident reports as indicated;
Consults with attendance personnel regarding chronic absenteeism and/or performs attendance tasks as required by school district;
Readmits students following absences and issues special passes and excuses;
Assists school nurse in the development of Individual Health Care Plans (IHCPs);
Assists with school screening programs by scheduling appointments, performing initial screening assessments, and assisting with following-up procedures;
Reviews immunization records for compliance with mandates;
Reports physical and sexual abuse and neglect of children as mandated by law;
Participates in the management of the school health office by assisting with organizational structure, updating cumulative health records and immunization records, and collecting statistical information according to district policies and procedures;
Consults with registered nurse regarding unusual or difficult problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of current routine nursing practices;
Skill in the application of current practical nursing procedures and techniques of patient care;
Ability to organize;
Ability to communicate effectively;
Ability to get along well with children and others;
Ability to accept and utilize guidance;
Flexibility;
Sound judgment.

MINIMUM QUALIFICATIONS: Completion of a course of study approved by the New York State Education Department as qualifying for Licensed Practical Nurse.

SPECIAL REQUIREMENTS: Possession of a valid permit or license to practice as a Licensed Practical Nurse.