

## LICENSED PRACTICAL NURSE (SCHOOL)

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for giving first aid, routine care and continuing care to students, assuming responsibility for specific health screening, testing and monitoring and for performing related nursing services in a school district. Assignments concerning student health care are given specifically, with limited leeway allowed for the exercise of independent judgement. The work is performed under the supervision of a Registered Professional Nurse or a School Physician. Supervision may be exercised over the work of clerical assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the School Physician, Registered Professional Nurse, or other higher level health care professional in mandated physical, visual and auditory screening examinations of students;

Administers medication prescribed by students' physician with written parental permission;

Administers first aid and other routine or emergency treatment to students and emergency treatment to employees;

Assists at school immunization clinics;

Arranges to transport sick or injured students or employees to hospital, home, and doctor's or dentist's office in cases of emergency;

Assists in obtaining all pertinent information concerning students' health history;

Assists in preparing and maintaining complete and accurate records and reports relating to the health of students;

Consults with medical staff, Administration, School Social Worker, Psychologist and other relevant school staff on a variety of medically-related issues;

May contact Department of Social Services regarding suspected child abuse or neglect;

May counsel parents regarding health needs of students;

May make referrals if follow-up medical problems exist;

May instruct students or classes on specific health care issues;

May order, inventory and oversee the storage of first aid and health-related supplies and equipment;

May review applications for free and reduced lunch programs and provide student-specific, medically-related recommendations to appropriate administrative personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of nursing principles and techniques and their relation to medical practices; working knowledge of sanitation and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow detailed technical oral and written instructions; ability to carry out successfully the measures prescribed; ability to maintain records and prepare reports; ability to get along well with students, teachers, parents and others; ability to plan and supervise the work of non-technical clerical personnel; a high degree of confidentiality; good powers of observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; good moral character; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a current license to practice as a Licensed Practical Nurse issued by the New York State Education Department; **OR**
- B. Possession of a limited permit to practice as a Licensed Practical Nurse issued by the New York State Education Department with the following restrictions: Incumbents with permits must be under the supervision of a nurse currently registered in New York State and if the permittee fails the licensing examination, they must be terminated from the position of Licensed Practical Nurse.

**Note:** Candidates meeting the qualification specified under B of this specification may be conditionally approved until proof of license is submitted.

**Note:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation and by the Regulations of the Commissioner of Education, candidates for employment in school districts must obtain clearance for appointment from the State Education Department based upon fingerprinting and a criminal history background check.

ULSTER COUNTY  
4093 LPN SCHOOL  
Classification: Non-Competitive  
OA

Adopted: June 11, 2004  
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