

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** OCTOBER 14, 2021

**LICENSED PRACTICAL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs skilled and semi-skilled nursing duties in the care of patients or students within the home, a school, a clinic or institution under the direction of a Registered Professional Nurse or School Nurse. The incumbent instructs patients, students, and families in carrying out a health care plan. Patient progress reports are presented to physicians and supervisors through conferences, and coordinated care and evaluation of reports. When assigned to a school, the incumbent may perform work in the health office or while the student is enroute to and from school. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Administers medications, provides nursing treatments, gathers patient measurements, and signs and symptoms that can be used by a Registered Nurse in making decisions about the nursing care of specific patients;
2. Performs procedures as allowed by the New York State Education Department;
3. Instructs patients and families in proper care;
4. Reports findings to physicians and supervisors;
5. Conferences with team members;
6. Maintains accurate and timely records.

**WHEN USED IN A SCHOOL:**

1. Gives personal care services under the direction of the School Nurse including:
  - a. Administers medications, provides nursing treatments, gathers student's signs and symptoms that can be used by the School Nurse in making decisions about the care of specific students;
  - b. Performs procedures as allowed by the New York State Education Department;
  - c. Reports findings to physicians and supervisors;
  - d. Takes temperature, pulse and respiration;
  - e. Assists student with self-administered medication prescribed by a physician;
  - f. Assists student into and out of wheelchair;
  - g. Assists student on and off the bus;
2. Assists in keeping parents informed regarding student's physical needs;
3. Maintains necessary records and reports;
4. Participates in staff education;
5. Performs other duties regarding student's physical needs, as necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of nursing procedures allowed by the New York State Education Department; skill in the application of current practical nursing procedures and techniques of patient care; ability to assist with the rehabilitation of patients; good knowledge of the fundamental principles of human behavior; ability to exercise tact, initiative, good judgment; ability to establish and maintain cooperative working relationships; ability to work as part of a team as it relates to nursing; ability to observe; ability to communicate both orally and in writing; ability to maintain detailed records and prepare reports; dependability, resourcefulness, good observation skills and professionalism; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a New York State equivalency diploma **AND** two (2) years of experience in an acute or skilled nursing facility one (1) year of which must have been in home health care.

**MINIMUM QUALIFICATIONS (SCHOOL DISTRICTS):**

Graduation from high school or possession of an equivalency diploma **and** current license as a Licensed Practical Nurse or Registered Professional Nurse at time of appointment and for the duration of employment.

**SPECIAL REQUIREMENT:**

1. License and current registration to practice as a Licensed Practical Nurse in New York State.
2. Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.