

LICENSED PRACTICAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to provide routine sub-professional nursing care of patients in accordance with detailed and well-defined policies, rules and regulations. In the Skilled Nursing Facility, employees assist a Registered Professional Nurse in the care of patients. In a School District or Department, employees assist either a School Nurse Teacher, Registered Professional Nurse (school), School Physician or other Supervisor, in providing health care. 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. Supervision may be exercised over Nursing Assistants. The work is performed under the supervision of either a Registered Professional Nurse, Licensed Physician or other Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides routine sub-professional nursing care;
Keeps attendance records, health records and related documents;
Provides first aid treatment following accidents or other incidents;
Completes health insurance forms for district employees;
Notifies parents and family physician of accidents or other health problems of students;
Arranges transportation for sick or injured students and employees to their homes, hospital or physician's office;
Administers medications as prescribed by a physician;
Coordinates provision of nursing care activities with those of the physician;
Arranges for physicals and maintains health records for district employees;
Maintains an inventory of health office supplies and equipment.
Takes blood pressure and temperature, notes the rate of pulse and respiration, and observes and records other signs and symptoms as directed;
Collects specimens and assists in carrying out diagnostic procedures under direct supervision;
Reassures patients, especially new admissions;
Explains facility policies and answers questions;
Inserts and irrigates catheters;
Carries out uncomplicated therapeutic treatments such as giving enemas, preparing and applying simple dressings and administering certain medications upon specific instructions of physician or Registered Professional Nurse;
Passes medications and gives injections as ordered by physician;
Maintains records and charts of each resident under their care;
Prepares medication trays;
Fosters good relationships with patients and their families;
Makes beds, cleans patients' rooms and connecting lavatories, and performs other tasks designed to provide a suitable environment for patients.

When Assigned to Skilled Nursing Facility, the Following Applies:

Assigns and supervises the work of the Nursing Assistants;
May serve as charge nurse on 3:00 to 11:00 and 11:00 to 7:00 shifts;
Bathes patients and gives personal hygiene care;
Writes reports at conclusion of shift and gives oral reports to changing shifts;
Processes records involved in the admission and discharge of patients;

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 care facility or 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 others.

MINIMUM QUALIFICATIONS: *Possession of a New York State temporary permit to practice **OR** current valid New York State license as a Licensed Practical Nurse.

SPECIAL REQUIREMENTS: Possession of an appropriate level, valid New York State Driver's License at time of appointment.

*A temporary appointment may be made up to the duration of the temporary permit **or** receipt of the Licensed Practical Nurse license.