

Jurisdiction: Ithaca City School District  
Jurisdictional Class: Non-competitive  
Adopted: 01/13/97  
Revised: 02/17/21

## **LICENSED PRACTICAL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** A Licensed Practical Nurse is responsible for providing routine practical nursing care to students in accordance with a detailed and well-defined patient care plan. Incumbents are also assigned responsibility for health screening, testing and monitoring, and for performing related nursing services in the school district. The work requires the understanding of and skill in routine practical nursing procedures and practices, but does not require the exercise of professional judgment called for in the position of Registered Professional Nurse (School). The work is performed under the direct supervision of a Registered Professional Nurse (School) or a School Physician, in accordance with well-defined policies, rules and regulations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Provides routine nursing services which may include the administration of prescribed medications, medical treatments and medical procedures as directed by the school nurse or in accordance with the student care plan;

Monitors students to gather information, signs and symptoms that can be used by the school nurse or physician for decision making;

Assists students with health-related needs, including self-care needs such as hygiene, toileting, blood glucose monitoring, and nutrition;

Gathers and documents student health information and records health services provided, accurately and in a timely manner, in the student health record system;

Coordinates medical information between the school, caregiver and medical provider;

Identifies goals for consideration by the school nurse or physician for possible inclusion in a student's Individualized Education Plan;

Administers first aid and emergency treatment to students and employees;

Assists at school immunization clinics;

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

Maintains an inventory of health office supplies and equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Working knowledge of nursing principles and techniques and their application in a school setting; working knowledge of sanitation and hygiene; skill in the application of routine nursing practices and techniques; ability to apply therapeutic treatments as prescribed; good observation skills; ability to understand and carry out detailed oral and written instructions; ability to keep records and make reports; ability to get along well with others; alertness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Licensed Practical Nurse.

**SPECIAL REQUIREMENT:** Possession of a license issued by the State of New York to practice as a Licensed Practical Nurse at the time of appointment and maintenance of said license for the duration of employment.