



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **LICENSED PRACTICAL NURSE (SCHOOL)**  
Jurisdictional Class: Non-Competitive  
Civil Division: County Schools  
Adoption: CSM 2/14/96  
Revised: CSM

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in a school district and involves responsibility to provide routine practical nursing care of children with special health care needs in accordance with detailed and well-defined policies, rules, and regulations. Employees assist a school nurse teacher, registered professional nurse (school), or school physician in providing care to students. 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. The work is performed under the supervision of either a Registered Professional Nurse or Licensed Physician. The incumbent does related work as required.

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

Provides routine practical nursing care to students with special health care needs;  
Provides first aid treatment to students with special health care needs following accidents or other incidents on school property;  
Administers oral, topical, and inhalant medication to nonself-directed students according to State Education Department guidelines;  
Provides gastrostomy feeding (bolus method or with medication) and nasogastric tube feedings;  
Keeps attendance records, health records, and related documents on special needs students of the School District;  
Notifies parents and family physician of accidents or other health problems of students;  
Consults with Registered Professional Nurse and teaching staff on various health issues;  
Maintains an inventory of health office supplies and equipment;  
Initiates gastrostomy feeding by drip method (monitoring of the drip feeding can be assigned after initiation by the Registered Professional Nurse);  
Performs oropharyngeal and tracheostomy suctioning and care;  
Arranges transportation for sick or injured students with special needs to their homes, hospital, or physician's office;  
Administers medications as prescribed by a physician;  
Administers oxygen (prn/intermittent) or initiation of continuous oxygen and nebulizer with oxygen or medication;  
Performs respirator/ventilator and respiratory care (postural drainage and cupping, etc.);  
Arranges for physicals and maintains health records for students with special health care needs;  
Administers subcutaneous, intramuscular, intravenous, or rectal medications;  
Performs urinary catheterization and reinsertion of an indwelling urinary catheter.

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

Working knowledge of practical nursing techniques and their relation to medical and surgical practices;  
Working knowledge of health office sanitation and hygiene;  
Ability to apply therapeutic treatments and medications 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.

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**MINIMUM QUALIFICATIONS:**

Possession of a New York State temporary permit to practice or current valid New York State License as a Licensed Practical Nurse.