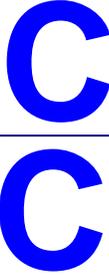




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\Registered
Professional Nurse (Schools)



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

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| TITLE: | REGISTERED PROFESSIONAL NURSE (SCHOOLS) |
| JURISDICTIONAL CLASS: | NON-COMPETITIVE |
| CIVIL DIVISION: | COUNTY SCHOOLS |
| ADOPTION: CSM | 11/1/75 |
| REVISED: CSM | 04/13/05 |

DISTINGUISHING FEATURES OF THE CLASS:

Performs professional nursing services at one or more schools in the maintenance of acceptable health standards, school health records, and the emergency treatment of student and employee health problems; does related work as required. This is a professional nursing position involving responsibility for giving care to students and for performing related nursing services such as pupil health screening and notification of defects and communicable disease control requiring judgment and skills. This position differs from the certificated position of school nurse-teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a School Physician or school nurse-teacher. Supervision may be exercised over the work of clerical assistants.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists the School Physician in physical, visual, and auditory screening examinations of students and employees;
- Administers first aid and emergency treatment to students and employees;
- Prepares and maintains health records for school authorities;
- Assists at school immunization clinics;
- Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;
- Confers with teachers and other school personnel about individual student health problems and helps to develop plans for adjustments of their school program;
- Makes sure immunizations are up to date and recorded in the student's health record;
- May inspect the school plant, playground, and cafeteria and reports on general safety and sanitary conditions;
- Orders, inventories, and oversees the storage of first aid and related health supplies and equipment;
- Consults with attendance teachers, staff members, and supervisor concerning a variety of health factors related to non-attendance and communicable disease;
- Confer with other school personnel (i.e. school social worker, psychologist, administration, guidance, etc.) in matters pertaining to health of students;
- Administers medications to students each day as ordered by their doctor and keeps appropriate records of the same;
- May participate in the development and follow up of policies to protect and improve the health of students and school personnel;
- Assist the building principal in assuming responsibility for follow through on health problems related to attendance;
- May notify parents or guardians of any irregularities in student's attendance and make them aware of the importance of regular attendance;
- Prepares a variety of records and reports as required.
- Performs related tasks as assigned or required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application;
Working knowledge of material-medica, dietetics, sanitation, and personal hygiene;
Skill in the application of nursing techniques and practices;
Ability to understand and follow technical, oral, and written instructions;
Ability to keep records and make reports;
Ability to get along well with students, teachers, parents, and others;
Ability to carry out successfully the measures prescribed;
Ability to plan and supervise the work of sub-professional and non-technical personnel;
Good observation;
Mental alertness;
Firmness;
Initiative;
Cheerfulness;
Patience;
Emotional stability;
Sympathetic attitude toward the sick;
Good moral character;
Good physical condition.

MINIMUM QUALIFICATIONS:

(A) Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (A) Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse.
- (B) Possession of the license at the time of appointment.

Agreed to by MSD and Education Department, Division of Pupil Personnel Services, July 1972.