

LICENSED PRACTICAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves the routine care of patients in accordance with a detailed and well-defined patient care plan under direct supervision of a Registered Professional Nurse. Assignments concerning patient care are given specifically with limited leeway allowed for exercise of independent judgment. Supervision may be exercised over the work of Nursing Assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

**NURSING FACILITY OR PUBLIC HEALTH:**

Carries out uncomplicated therapeutic treatments such as giving enemas, preparing and applying simple dressings and administering certain medications in accordance with established policy;  
Assists in the implementation of the nursing care plan;  
Takes temperatures, 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 supervision;  
Assists in the admission and discharge of patients;  
Assists patients in performing ambulation exercises and maintaining proper joint motion;  
Cares for equipment used in care of patients as directed;  
Makes beds and performs other tasks designed to provide a suitable environment for patients;  
Bathes patients and gives personal hygienic care.

**EDUCATIONAL FACILITY:**

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 for transport of sick or injured students or employees to hospital, home, doctor's or dentist's office in case of emergency;  
Inspects 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 school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;  
Prepares records and reports as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of nursing principles, their techniques and their relation to medical and surgical practices and skill in their application; working knowledge of dietetics, sanitation and personal hygiene; ability to carry out therapeutic treatments prescribed; ability to understand and follow technical, oral and written instructions; ability to keep records and make reports; ability to get along well with patients, students, and others; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick, good moral character; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of a course of study approved by the State Education Department as qualifying for Licensed Practical Nurse.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Licensed Practical Nurse. Possession of the license at the time of appointment.

AGREED TO BY MUNICIPAL SERVICE DIVISION AND HEALTH DEPARTMENT, DIVISION OF HOSPITAL AFFAIRS JULY 1971. BASED ON NEW YORK STATE HOSPITAL CODE.

REVISED: JULY 23, 2001

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE