

REGISTERED PROFESSIONAL NURSE (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the performance of nursing services at one or more schools in the City. An employee is responsible for maintaining acceptable health standards and providing emergency treatment for student and employee health problems. In addition, the work involves responsibility for pupil health screening, notification of defects, and communicable disease control. An employee is also responsible for the preparation and maintenance of school health records. The work is performed under general supervision of the Director of Pupil Personnel and the School Principal permitting the exercise of independent judgment in carrying out the details of the work. A Registered Professional Nurse also does related work as required.

TYPICAL WORK ACTIVITIES :

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;

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 and staff members concerning a variety of health factors related to non-attendance and communicable disease;

Prepares records and reports as 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; good observation; mental alertness; firmness; initiative; patience; sympathetic attitude toward the sick; physical condition suitable to 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 Registered Professional Nurse.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

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