

## REGISTERED PROFESSIONAL NURSE (SCHOOL)

GENERAL STATEMENT OF DUTIES: 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 in accordance with state laws and district policies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: 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 appropriate referral and communicable disease prevention and control requiring nursing judgment and skill. The work is performed under the general direction of a School Physician, School Principal or other high-level school administrator. Supervision may be exercised over the work of Practical Nurse(s), Health Aide (s) and/or clerical assistants.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates, administers and/or assists in the mandated health screenings of students and employees, i.e. visual, auditory and physical (scoliosis) examinations;

Coordinates school immunization clinics;

Administers first aid and emergency treatment to students and employees;

Arranges for the safe transportation of sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;

Inspects the school facility, playground and cafeteria and reports to the appropriate school official on general safety and sanitary conditions; may be a member of the building emergency and crisis team;

Orders, inventories and oversees the storage of first aid and related health supplies and equipment;

Consults with school physician, other appropriate staff and/or administrators, primary care physicians, parents or guardians concerning a variety of health factors related to non-attendance, communicable disease and other health related issues;

Prepares and maintains health records and reports as required by state and local authority;

May attend professional seminars and courses to further education and knowledge in the nursing and health field;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of child development as it relates to health issues, risk factors, current health practices, infection control and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical, oral and written instructions; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to organize and maintain accurate records and make reports; ability establish and maintain effective working relationships 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 powers of observation; mental alertness; firmness; initiative, cheerfulness; patience; emotional stability; sympathetic attitude toward the sick, good moral character; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a license and current registration issued by the New York State Education Department, to practice as a registered professional nurse.

NOTE: Possession of a certificate in First Aid and CPR training may be required in some school districts.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.