

LICENSED PRACTICAL NURSE (LPN)

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility to provide routine sub-professional primary care of patients in accordance with detailed and well defined policies, rules and regulations as outlined by the Public Health Department. Employees in this position carry out uncomplicated treatments and administer medications upon specific instructions of a Licensed Physician, Registered Nurse (RN) or Public Health Nurse (PHN). The work requires the understanding of and skill in routine nursing practices, but does not require the exercise of professional judgment called for in the position of RN/PHN. The work is performed under the direction of a Licensed Physician, an RN, or PHN. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Identifies the health status of those served and their related determinants of health, and uses this knowledge to educate, inform and make referrals as appropriate.
Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;
Participates in the development of demographic, statistical, programmatic and scientific presentations, brochures and products;
Collaborates with community partners to promote the health of the population;
Assists in reporting program performance and completing work plan objectives;
Participates in the measuring, reporting & continuous improvement of organizational performance;
Completes and maintains activity records, patient files, and program records in compliance with Nursing Standards, Grant requirements, and NYSDOH regulations;
Administers immunizations and biologics, and performs uncomplicated procedures such as venipuncture under the direction of an RN or PHN; and
Participates in emergency preparedness planning and response efforts;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing techniques;
Good knowledge of Infection Control and Disease;
Good observational skills and ability to gather facts;
Ability to understand and accurately carry out detailed oral and written instructions;
Ability to effectively communicate in written, oral and electronic form;
Adept in the use of computer software, including Word, Excel, Publisher, and the Internet;
Cultural competency; and
Physical ability to carry out work activities.

MINIMUM QUALIFICATIONS:

Graduation from high school; or possession of a high school equivalency diploma; **AND**

Successful completion of an accredited program in practical nursing, and possession of a current, valid LPN license issued by New York State, **AND**

One (1) year of paid nursing experience. (Experience in a clinic or community practice setting is preferred).

SPECIAL REQUIREMENT:

Incumbents will be required to possess a valid, appropriate level New York State driver's license at time of appointment.

Jurisdiction Class:	PJC (Non-Competitive
Civil Division:	County/ Public Health
Adopted by YCCSC:	10/3/01
Rev. YCCSC:	9/21/05
Revision by PO:	5/6/2013

