

## **LICENSED PRACTICAL NURSE (PUBLIC HEALTH)**

**DISTINGUISHING FEATURES OF THE CLASS:** Actively involved in providing support to public health programs. Work is performed in accordance with professional practices, orders from physicians and established rules and regulations and within the guidelines of the policies and procedures established by the Public Health Director and the New York State Department of Health. General work is performed under the general supervision of supervisory or administrative staff. Clinical work is performed under direction and supervision of a registered professional nurse\*. Does related work as required.

**TYPICAL WORK ACTIVITIES:** Responsibilities of the position may include, but are not limited to support with disease investigation including interviewing and follow-up as directed and program outreach. Provides general program support for public health programs. Prepares and audits electronic or written reports. Provides immunizations, Article 28 clinic work and education in clinical settings. Organize and maintain office and clinic inventory. Ensure proper cleaning and sanitization of clinic and therapy supplies. Disposition and coordination of infectious waste disposal. Assist with record retention and storage maintenance.

**FULL PERFORMANCE KNOWLEDGE SKILL ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge and skill in the current nursing principles and procedures; Working knowledge of health issues, risk factors and concerns existing in the community, current public health practices, infection control and personal hygiene. Ability to keep accurate records and make reports; Ability to use computer applications such as Microsoft, use of email, and software. Ability to understand and follow technical oral and written instructions; Ability to communicate effectively; Ability to establish and maintain cooperative working relationships; Good organizational skills; Tact and courtesy; Physical and mental condition commensurate with the demands of the position.

**MINIMUM OUALIFICATIONS:** High school graduate or high school equivalency diploma and completion of a course of study in practical nursing approved by the New York State Department of Education and 1 year full time, or its equivalent, experience as an LPN in a clinical setting; OR an equivalent combination of experience and training sufficient to indicate ability to do the work.

**SPECIAL REOUIREMENTS:** Licensure by New York State to practice as a Licensed Practical Nurse. CPR Certification on and maintained during employment.

**NOTE:** A valid New York State driver's license is required at time of appointment and maintained during employment.

\*According to the NYS Nursing Handbook, under the direction of a registered nurse is "understood to mean that a registered nurse should be present on the premises or immediately available by telephone when professional services are rendered by a licensed practical nurse. The degree of supervision shall be appropriate to the circumstances."

Adopted: 3/22/22