

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing professional nursing and mental health therapeutic services, as required, in the care of patients experiencing mental or physical health conditions. The work is performed in accordance with professional practices, special orders from physicians and/or Psychiatric Nurse Practitioners and established rules and regulations. General assignments are usually received from administrative personnel responsible for assigning and supervising the work of the professional nursing staff. Assignments concerning patient care are usually given directly by supervisory staff. Work is supervised and reviewed in a general way. Registered professional nurses are expected to perform routine duties without detailed instructions. Supervision may be exercised over licensed practical nurses, nursing assistants and student nurses. The incumbent does related work as required.

Note: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and applies dressing, and gives medication and nursing treatment as prescribed by physicians;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, preparing and serving trays, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Carries out therapeutic treatments as ordered by the physician, including the giving of medications;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments and rehabilitative measures as authorized by the physician;
Makes contacts with appropriate health agencies as necessary to assure the patient needed service;
Performs related services for patients in the prevention of illness and the attainment of maximum health.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical and surgical practice; good knowledge of material, medical, sanitation, personal hygiene and dietetics; skill in the application of nursing techniques and practices; ability to carry out successfully the therapeutic measures prescribed; ability to follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; good observation; mental alertness; firmness; cheerfulness; patience, emotional stability; sympathetic attitude toward the sick; good moral character; excellent mental health; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and graduation from a school of nursing registered by the State Education Department from a course approved by such department as qualifying for registered professional nurse.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Eligibility for a license issued by the State of New York to practice as a registered professional nurse. Possession of license at time of appointment.

Graduate Registered Nurse (GRN):

Certificate of graduation from a New York State approved program for Registered Professional Nurse (RN) and be eligible to sit for State Boards.

Department: In all Civil Divisions
Classification: Non-Competitive
Grade: Ungraded

SPEC DISK B2
DOCUMENT 53

REGISTERED PROFESSIONAL NURSE
(Public Health Nursing)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision performs public health nursing activities involving responsibility for health needs and care for individuals and families in accordance with the planned program of the agency. Performs related services for patients in the prevention of illness and the attainment of maximum health. The work is distinguished by the responsibility of the incumbent assigned to carry out the plans of care under the direction of a Supervising Nurse. Registered Professional Nurses are expected to perform routine duties without detailed instructions. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their home and clinics;
Prepares and applies dressings and gives medication and nursing treatment as prescribed by physicians;
Carries out therapeutic treatments as ordered by the physician;
Instructs patient or member of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
May coordinate plans for service with nutritionists, social workers, physical therapist, physicians and other professional workers concerned with individual and family health care; Counsels and guides individuals and families towards self-help in recognition and solution of physical and emotional health problems;
Provides nursing services in clinics and schools;
Participates in the conduct of surveys and studies related to health matters;
Compiles and uses records, reports and statistical information of the assigned cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices; good knowledge of materia medica, sanitation, personal hygiene and dietetics; skill in the application of nursing techniques and practices; ability to carry out successfully the therapeutic measures prescribed; ability to follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; good observation; mental alertness; firmness; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick; good moral character; excellent mental health; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in New York State and one year of full-time paid experience as a Registered Professional Nurse in a hospital or a residential health care facility.

Amended: 9/24/92
Reviewed: 6/12/18

Department: School Districts
Classification: Non-Competitive
Grade: _____

SPEC DISK B2
DOCUMENT 53

REGISTERED PROFESSIONAL NURSE
(SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing professional nursing services at one or more schools and for performing related nursing services such as student health screening and notification of defects and communicable disease control requiring judgment and skills. The work is performed under the general direction of a School. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;
Coordinates services for handicapped children;
Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;
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 diseases;
Coordinates health education activities for staff, children and parents;
Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical practices; working knowledge of materia-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; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; initiative; patience; emotional stability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a license or temporary permit to practice and current registration as a Registered Professional Nurse in New York State at time of appointment.

Amended: 9/24/92

Department: Social Services
Classification: Non-Competitive
Grade: 11(5)

SPEC DISK B2
DOCUMENT 53

REGISTERED PROFESSIONAL NURSE
(COORDINATED CARE UNIT)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for health needs and care for individuals and families in accordance with the planned program of the agency. Performs related services for patients in the prevention of illness and the attainment of maximum health. The incumbent does related work as required.

NOTE: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates plans for service with social workers, physicians, discharge planners and other professionals involved with individual and family health care;
Review and interpret physician's orders;
Assess functional status of home care patients;
Develop plan of care in collaboration with patient or his/her representative and recommend authorization of services;
Assure that patient's needs are appropriately met by the authorization for the level, amount, frequency and duration of personal care services and that the person providing such services is competent and safely performing the functions and tasks specified in patient's plan of care;
Complete patient review instrument (PRI) upon request to assist in facilitating nursing home placement;
Monitor personnel files and training program of personal care provider agencies;
Monitor personal emergency response system (PERS) programs;
Compile and utilize records, reports and statistical information of the Coordinated Care Unit.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical practices; good knowledge of materia-medica, dietetics; skill in the application of nursing techniques and practices; ability carry out successfully the therapeutic measures 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, physicians and others; good observation; mental alertness; firmness; cheerfulness; initiative; patience; emotional stability; sympathetic attitude toward the sick; good moral character; excellent mental health; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in New York State.

Department: In all Civil Divisions
Classification: Non-Competitive
Grade: Ungraded

SPEC DISK B2
DOCUMENT 55

REGISTERED PROFESSIONAL NURSE
WOUND, OSTOMY AND CONTINENCE CERTIFIED
(Public Health Nursing)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision performs public health nursing activities involving responsibility for health needs and care for individuals and families in accordance with the planned program of the agency. Performs related services for patients in the prevention of illness and the attainment of maximum health. The work is distinguished by the responsibility of the incumbent assigned to carry out the plans of care under the direction of a Supervising Nurse the Director of Patient Services as well as the Public Health Director. Registered Professional Nurses are expected to perform routine duties without detailed instructions. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their home and clinics;
Serves as primary patient educator for patient post op ostomy or continent diversion surgery;
Provides consultation to staff regarding management of patients with established ostomy or continent diversion;
Develops care plans to address care needs relative to ostomy or continent;
Provides consultation and assistance to staff in management of patients with draining wounds;
Provides consultation and assistance to staff in the management of patient's with percutaneous tubes;
Assists nursing staff to maintain current knowledge and competence in the areas of wound, ostomy and continence care;
Prepares and applies dressings and gives medication and nursing treatment as prescribed by physicians;
Carries out therapeutic treatments as ordered by the physician;
Instructs patient or member of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
May coordinate plans for service with nutritionists, social workers, physical therapist, physicians and other professional workers concerned with individual and family health care;
Counsels and guides individuals and families towards self-help in recognition and solution of physical and emotional health problems;
Provides nursing services in clinics and schools;
Participates in the conduct of surveys and studies related to health matters;
Compiles and uses records, reports and statistical information of the assigned cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nursing principles and techniques and their relation to medical and surgical

practices; thorough knowledge of wound, ostomy and continence care in nursing patients, good knowledge of material, medication, sanitation, personal hygiene and dietetics; skill in the application of nursing techniques and practices; ability to carry out successfully the therapeutic measures prescribed; ability to follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; good observation; mental alertness; firmness; cheerfulness; patience; emotional stability; sympathetic attitude toward the sick; good moral character; excellent mental health; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in New York State and two years of full-time paid experience as a Registered Professional Nurse in a hospital or a residential health care facility and Wound, Ostomy and Continence preferred from an accredited WOC Nursing Education program within six months of permanent appointment.

Amended: 9/24/92

Amended: 2/28/2018