

Department: Public Health

SPEC DISK C1

Classification: Competitive

DOCUMENT 82 Grade: Ungraded

**SENIOR LICENSED PRACTICAL NURSE**

Public Health Nursing

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for all aspects of home visit verification systems and is responsible for the review of outcome assessment forms. This position differs from Licensed Practical Nurse by virtue of the higher level of responsibilities within the home health management system. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Manages all aspects of home visit verification systems;

Reviews outcome of assessment forms for accuracy and completeness prior to upload and export;

Verifies inconsistencies with previous visit outcome assessment form prior to system upload;

Oversight of all components of home health aide visit scheduling and management in the system;

Manages the review process for consistency within home health aide care plan, visit reconciliation, including missed visit reporting and corrections;

Responsible for notification to appropriate physicians involved within the home health care system;

Reviews and schedules home health aide orientation by nurses;

Conducts comprehensive reviews of health concerns reported by home health aides and is responsible to notify the nurse of such concerns;

Prepares change in orders for review and signature by the Registered Professional Nurse;

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

Knowledge of nursing principles and techniques; Working knowledge of community agencies available to provide assistance to the ill and infirmed; Ability to assess and coordinate nursing care for individuals and families as it relates to the home health aide services; Ability to perform duties in accordance with American Nurses Association Code for Professional Nurses; Ability to communicate effectively both orally and in writing; Ability to establish and maintain good working relationships; Empathy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Completion of a course of study approved by the New York State Education

Department as qualifying for Licensed Practical Nurse; licensure and current registration to practice as a Licensed Practical Nurse in New York State, and two (2) years paid experience as a Licensed Practical Nurse one of which must be working in a Certified Home Health Agency;

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State Class V Operator's license.

Spec Written: September 12, 2007 - Pending Creation