NOTICE OF EXAMINATION

PUBLIC HEALTH NURSE (SCHOOL HEALTH)

Exam No. 7020

WHEN TO APPLY: From: January 4, 2017
To: January 31, 2017

APPLICATION FEE: $68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Public Health Nurses (School Health), under supervision, perform public health nursing duties in a school health program and make home visits. All Public Health Nurses (School Health) perform related work.

Special Working Conditions: Public Health Nurses (School Health) generally work on an hourly basis during the 10-month school year. Public Health Nurses (School Health) may be offered additional employment or may be required to work during the summer months and may be required to work rotating shifts including nights and Saturdays during the school year or summer months.

Some of the physical activities performed by Public Health Nurses (School Health) and environmental conditions experienced are: when making home visits, may be required to walk up six flights of stairs, walk from site to site within a seven block radius of the first site visit of the day, and carry a nursing bag weighing approximately five pounds, in all weather conditions, and assist students on and off exam tables. Public Health Nurses (School Health) must be able to perform Cardiopulmonary Resuscitation (CPR).

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $37.85 per hour. This rate is subject to change. Public Health Nurses (School Health) who are regularly assigned to work 30 or 35 hours per week over the 10-month school year will have their earnings spread out over 12 months to provide salary payments and continued benefit coverage during the 2 summer months. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

Special Note: For assignment to Assignment Levels II and III, in addition to meeting the Qualification Requirements described below, individuals must meet the supervisory level qualification requirements set forth in Section 11.42 of the New York State Sanitary Code.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at https://a856-exams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

- **Manhattan**
  - 2 Lafayette Street
  - 17th Floor
  - New York, NY 10007

- **Brooklyn**
  - 210 Joralemon Street
  - 4th Floor
  - Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, January 16, 2017.

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (January 31, 2017). If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

**Special Circumstances Guide:** This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans’ or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your “Application for Examination.”

**HOW TO QUALIFY:** This is a computer-based Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked “Not Qualified,” your application fee will not be refunded and you will not receive a score.

**Education and License Requirements:**

1. A Bachelor of Science degree in Nursing from a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices; and

2. A license and current registration to practice as a Registered Professional Nurse in New York State. This license must be maintained for the duration of employment.

A Bachelor of Science in Nursing (BSN) is the only degree which may be used to meet the education requirement. Degrees such as a Master’s of Science in Nursing or a Bachelor of Arts in Nursing are not acceptable towards meeting the educational requirement.

**The education requirement must be met by January 31, 2017. The license and registration requirement must be met by the last day of the Application Period (January 31, 2017).**

The college or university must be accredited by regional agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (January 31, 2017) to complete and submit your Online Education and Experience Test by clicking on the “Final Submit” button or it will be automatically submitted after midnight on the last day of the Application Period (January 31, 2017). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found “Not Qualified,” you will not be able to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after January 31, 2017, or license or registration which you obtain after the end of the Application Period.

**Note:** When you are completing your examination, in the box labeled *Original Date of Issue*, enter the date you originally received your license. If you previously obtained a Registered Nurse license from another state and this license was considered by the New York State Board for Nursing to be acceptable for issuing a New York State license, then in the box labeled *Original Date of Issue*, enter the original date you received the out-of-state license. (See **Special Insert** for detailed instructions on how to complete the Licenses, Certificates and/or Registrations section.)

**Cardio-Pulmonary Resuscitation (CPR) Requirement:** You must be able to perform Cardio-Pulmonary Resuscitation (CPR) by the date of appointment.

**Medical Requirement:** Medical guidelines have been established for the position of Public Health Nurse (School Health). Candidates will be examined to determine whether they can perform the essential functions of the position of Public Health Nurse (School Health). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.
REQUIRED INFORMATION:

1. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

2. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located at the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and license requirements listed above in the “How To Qualify” section on page 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience as a Registered Professional Nurse in a school health setting within the last ten years performing public health nursing duties, you will receive:

**0.5 point for each month of satisfactory experience**

A maximum of 60 months of satisfactory experience gained after the issuance of a New York State License as a Registered Professional Nurse will be credited. (See Special Insert for detailed instructions on how to complete the Licenses, Certificates and/or Registrations section.)

In order to receive credit for satisfactory experience as a Registered Professional Nurse employed in a school health setting within the last ten years performing public health nursing duties, for each employment you must have performed at least six (6) of the tasks listed in the Public Health Nurse Task Inventory:

**Public Health Nurse Task Inventory**

<table>
<thead>
<tr>
<th>Task Code</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>200.0000</td>
<td>Performs public health nursing duties as a Registered Professional Nurse in a school health setting. (11 Tasks)</td>
</tr>
<tr>
<td>0200.0001</td>
<td>Identifies students with health problems through nursing assessments, record review, diagnostic screening tests, and conferences with school officials, parents/guardians, or physicians.</td>
</tr>
<tr>
<td>0200.0002</td>
<td>Coordinates with other health professionals to accurately complete students' health forms and documents as required by law.</td>
</tr>
<tr>
<td>0200.0003</td>
<td>Organizes and maintains an electronic and paper medical record system, reviews medical records for completeness and accuracy, and performs case management on an as needed basis.</td>
</tr>
<tr>
<td>0200.0004</td>
<td>Provides individual health counseling and teaching to students, parents, and staff members.</td>
</tr>
<tr>
<td>0200.0005</td>
<td>Interprets medical recommendations to students, parents/guardians, and school personnel.</td>
</tr>
<tr>
<td>0200.0006</td>
<td>Plans and monitors physician sessions in school(s).</td>
</tr>
<tr>
<td>0200.0007</td>
<td>Oversees all activities in the medical office, including the work of assistants.</td>
</tr>
<tr>
<td>0200.0008</td>
<td>Collects statistics and submits reports concerning demographics, diseases, and disorders.</td>
</tr>
<tr>
<td>0200.0009</td>
<td>Administers medications, immunizations, and other treatments to students as prescribed by an authorized licensed health care provider.</td>
</tr>
<tr>
<td>0200.0010</td>
<td>Provides first aid to students with episodic illness that is consistent with the nursing process.</td>
</tr>
<tr>
<td>0200.0011</td>
<td>Provides training for use of medical interventions, such as EpiPen and Asthma Inhaler, to assistants, school personnel, parents/guardians, and/or students.</td>
</tr>
</tbody>
</table>

You will receive a maximum of one month of experience credit for each month you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You will receive an additional 5 points for a Master’s Degree in Nursing, Nursing Education, Nursing Administration, or Public Health from an accredited college or university by January 31, 2017.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (January 31, 2017) to complete and submit your Online Education and Experience Test by clicking on the “Final Submit” button or it will be automatically submitted after midnight on the last day of the Application Period (January 31, 2017). Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous
examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found “Not Qualified,” you will not be able to submit new or additional information about your education and/or experience online.

Education must be obtained by January 31, 2017 and experience must be obtained by the last day of the Application Period (January 31, 2017).

THE TEST RESULTS: Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. If you wish to apply for Selective Certification(s) make the appropriate selection in the Selective Certification section of the Online Education and Experience Test. This test may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the specific language(s) requested on your correspondence.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination, Affirmation Form, and payment of fee
- Education Level
- Employment/Work Experience
- Licenses, Certificates, and/or Registrations
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the Overview and Frequently Asked Questions (FAQs), which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. Prior to Applying for the Examination: This examination requires all candidates to meet the Education and Experience Requirements listed in the How to Qualify section beginning on page 2 of this Notice of Examination (NOE). All candidates must meet the following:

   A. Education and Experience: You must have the required education described in the How to Qualify section of the NOE in order to qualify for this examination. If you do not meet the education and experience requirements, you will be found NOT QUALIFIED and your application fee will not be refunded.

   You must have a Bachelor of Science degree in Nursing (BSN) from an accredited college or university or one recognized by the New York State Education Department and a license and current registration to practice as a Registered Professional Nurse (RPN) in New York State in order to qualify for this examination. If you do not have a BSN and an RPN, you will be found Not Qualified and your application fee will not be returned.
A Bachelor of Science in Nursing (BSN) is the only degree which may be used to meet the education requirement. Degrees such as a Master’s of Science in Nursing or a Bachelor’s of Arts in Nursing are not acceptable towards meeting the educational requirement.

B. License Requirement: You must also have the required license and current registration described in the How to Qualify section of the NOE in order to qualify for this examination. If you do not meet the license and registration requirements, you will be found NOT QUALIFIED and your application fee will not be refunded.

2. Completing the APPLICATION: You must complete the application and examination by midnight, Eastern time, of the last day of the application period. Your application is not complete until you pay the Application Fee. If you do not complete your application, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the Online Education and Experience Test, where you may save your License and Registration, Education and Experience, and, if applicable, Selective Certification(s).

3. Completing the Online Education and Experience Test:

A. Completing the EDUCATION LEVEL section:

(I) For each degree and/or diploma you select, you must fill out the information requested.

(II) If you were educated in a foreign country, your examination will be tentatively scored based on the education level you claim. You must arrange for a foreign education evaluation to be sent directly to DCAS by a DCAS-approved foreign education evaluation service no later than eight weeks from the last day of the application period. An acceptable foreign education evaluation must include your full social security number printed on it by the evaluation service. If your foreign education evaluation differs from what you claimed, or if DCAS does not receive an acceptable foreign education evaluation directly from a DCAS-approved evaluation service, DCAS will re-score your examination and may mark you NOT QUALIFIED.

B. Completing the EMPLOYMENT/WORK EXPERIENCE section: For each job you list you must fill out in detail all of the information requested. A maximum of one month of full-time experience will be credited for each month you worked. Part-time experience will be pro-rated according to the following ranges:

- 35 hours per week or more = 100%
- 34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

For each job, you must select the tasks you performed from the tasks listed in the drop-down menu.

C. Completing the Licenses, Certificates, and/or Registrations section: Fill out the information requested. Additional credit is granted only for experience acquired after having received a Registered Professional Nurse (RPN) license.

(I) Candidates who have a New York State Registered Professional Nurse License only: Select A license and current registration to practice as a Registered Professional Nurse in New York State from the drop-down menu. On the line labeled Original Date of Issue you must enter the date your RPN license was originally issued, not the date you renewed your registration. Only experience gained after the original date of issue of your license will receive credit. Since the date of issue of your license predates the renewal date of your registration, you would be potentially lowering your score if you entered the renewal date of your registration rather than the original date of your license.

(II) Candidates who have a Registered Professional Nurse license from another state: If you previously obtained a Registered Professional Nurse license from another state and this license was considered by the New York State Board for Nursing to be acceptable for issuing a New York State license, select A license and current registration to practice as a Registered Professional Nurse in New York State from the drop-down menu. On the line labeled Original Date of Issue you must enter the date you received the out-of-state license. Enter New York State license or registration number and expiration date in the appropriate boxes. After you have saved this information, you should select Other from the drop-down menu and enter the information concerning your out-of-state RPN license.

D. Completing the SELECTIVE CERTIFICATION section: This section is optional and will not affect your score.