

ALL CITY AGENCIES [999]

**PUBLIC HEALTH NURSE (SCHOOL  
HEALTH) (HELP PROGRAM)**

**Duties and Responsibilities**

This class of positions encompasses professional public health nursing work in school health programs. There are three Assignment Levels within this class of positions. All personnel perform related work and may perform duties in other public health programs, as required. The following are typical assignments within this class of positions.

**Assignment Level I**

Under supervision, performs public health nursing duties in a school health program; makes home visits.

**Examples of Typical Tasks**

Applies the nursing process to meet the needs of students, families, and the community. Interviews students and families.

Performs health assessments of students. Performs diagnostic screening tests, which may include venipuncture, as needed. Administers immunizations and medications.

Performs case-finding activities; counsels students and their families, makes referrals, and follows up on cases.

Serves as a consultant on health matters to other professionals, paraprofessionals, and the community.

Establishes contact and maintains good working relationships with the Board of Education, other City agencies, hospitals, and community organizations.

Develops and conducts individual and group health education activities.

Keeps records; prepares and reviews statistical and narrative reports, as required.

ALL CITY AGENCIES [999]

**PUBLIC HEALTH NURSE (SCHOOL  
HEALTH) (HELP PROGRAM)**

(continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

May assign work to team members and monitor their performance.

In the temporary absence of the supervisor, may be assigned to perform some of the duties of that position.

In addition, may perform the duties of Public Health Nurse (51011), Assignment Level I, as required.

**Assignment Level II**

(See SPECIAL NOTE B under Qualification Requirements)

Under general supervision, supervises the operations of one or more school health programs; supervises and assigns Public Health Nurses and other professionals and paraprofessionals. May act as an intra and inter agency liaison.

**Examples of Typical Tasks**

Supervises the activities of assigned Public Health Nurses and other assigned staff.

Supervises staff, including nurses and other health professionals and other program support staff, by scheduling work assignments, monitoring staff performance, and conducting quality assurance and improvement activities, explaining and implementing new policies, providing training, monitoring time and leave, and writing evaluations.

Holds meetings with students, families and the school principal and staff to describe available services and explain health code regulations.

Compiles statistics and writes reports describing school health program operations. Assists in research projects, as necessary. May assist in assessing disease patterns.

ALL CITY AGENCIES [999]

**PUBLIC HEALTH NURSE (SCHOOL  
HEALTH) (HELP PROGRAM)**

(continued)

**Assignment Level II** (continued)

**Examples of Typical Tasks** (continued)

In the temporary absence of the supervisor, may be assigned to perform some of the duties of that position.

In addition, may perform the duties of Public Health Nurse (51011), Assignment Level II, as required.

**Assignment Level III**

(See SPECIAL NOTE B under Qualification Requirements)

Under direction, directs a public health nursing program in a designated New York City school district or similar assigned area.

**Examples of Typical Tasks**

Manages assigned public health team(s) and directs delivery of public health services to schools in a school district.

Reviews nursing activities, services and needs with program managers.

Participates in studies and research related to school health programs and improvement of nursing practices.

Plans in-service school education programs in cooperation with the central Department of Health education staff.

Maintains cooperative relations with local community agencies.

Arranges for temporary nursing services, as needed; supervises and coordinates the activities of temporary nurses.

ALL CITY AGENCIES [999]

**PUBLIC HEALTH NURSE (SCHOOL  
HEALTH) (HELP PROGRAM)**

(continued)

**Assignment Level III** (continued)

**Examples of Typical Tasks** (continued)

Prepares reports on nursing activities and needs.

In the temporary absence of the supervisor, may be assigned to perform some of the duties of that position.

In addition, may perform the duties of Public Health Nurse (51011), Assignment Level III, as required.

**Qualification Requirements**

1. A Bachelor's 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.

**SPECIAL NOTE A**

For appointment to School Health, individuals must be able to perform Cardio-Pulmonary Resuscitation (CPR).

ALL CITY AGENCIES [999]

**PUBLIC HEALTH NURSE (SCHOOL  
HEALTH) (HELP PROGRAM)**

(continued)

**Qualification Requirements** (continued)

**SPECIAL NOTE B**

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

**NOTE:**

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into “Public Health Nurse (School Health) (51022)” as permanent competitive class employees.