

PUBLIC HEALTH SUPERVISING NURSE

DEFINITION

Under general direction of the Public Health Manager II, to plan, organize, coordinate, direct and supervise various Public Health nursing programs and services within the County's Health and Human Services Agency; to assist in program planning for Public Health; to plan, organize and coordinate medical services. To perform public health nursing work, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is responsible for planning, organizing and coordinating medical and nursing program services of Public Health, a major division of the Health and Human Services Agency; and acts as the Director of Public Health Nursing. The position is responsible for hiring and training key nursing staff on all appropriate shifts and developing policies and procedures that keep the program in compliance with state and federal requirements. The position is responsible for assuring that the Public Health component in the programs of Disease Control, Maternal Child and Adolescent Health, Immunizations and Children's Medical Services, is fully staffed and that medical services are provided consistently on all shifts. The incumbent is also responsible for supervising the nursing staff to the above Public Health.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff; provides supervision and/or leadership and coordination of activities of lower-level nursing staff as assigned.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, organizes, supervises and administers Public Health's nursing programs and services.

Position engages in a variety of community programs.

Evaluates policies, procedures, programs, organization and rules and formulates improvements.

Analyzes workloads and develops criteria for determining personnel needs.

Prepares preliminary budget expenditure and staff allocations.

Consults with the senior management on work programs, schedules and departmental policy.

Works with the staff of other divisions, departments and agencies in the development of joint procedures, program planning, and resolution of administrative problems.

Initiates, develops, recommends and implements policies and procedures.

Ensures that federal state and local regulation and the programs and policies of the department are effectively implemented.

Develops position statements for presentations to the Board of Supervisors and other agencies.

Promotes desirable community health actions based on departmental objectives, and provides technical advice and consultation to other County departments, partner agencies, committees, school personnel, and community groups.

Selects, assigns, trains and evaluates subordinate nursing staff.

Participates in departmental policy and program development with other top management staff.

Keeps senior management informed of changes and problems.

Monitors budget, grant and contract administration activities.

Prepares reports and correspondence.

Directs staff orientation and in-service training activities.

Directs or participates in the collection and analysis of program data.

Develops and implements treatment and disease surveillance programs.

Evaluates and prepares recommendations for improvements in nursing and related medical services.

Develops and maintains manual of policies and procedures.

Coordinates case management of difficult cases.

Discusses medical case management of difficult cases with Health Officer.

Coordinates other community services to ensure proper follow-up care.

QUALIFICATIONS:

Knowledge of:

Principles of Public Health and nursing practices and methods.

Public health, clinic and common special nursing programs.

Federal and state laws and regulations governing public health and dentition health.

Professional nursing theory, methods and practices.

The principles and effective practices of supervision, training, organization and administration.

The principles and techniques of effective employee supervision, training, evaluation and development.

The causes, treatment and prevention of communicable disease.

The procedures involved in promoting maternal and child health and providing for health needs of children.

The sociological problems involved in public health and health systems.

Laws pertaining to the practice of nursing.

Medical case management.

Medical/psychological assessment techniques.

Community resources available for assistance in public health programs.

Nursing administration.

Principles and practices of treatment and surveillance programs for communicable diseases.

Governmental budgetary procedures and finance.

Use and effect of, and adverse reactions to, medications and controlled substances.

Emergency response systems.

Nursing principles and practices in an acute care facility.

Ability to:

Plan, implement and direct through nursing staff a broad range of community health and nursing services.

Exercise initiative, ingenuity and sound judgement in solving difficult administrative, technical and personnel problems.

Evaluate policy and program practices, define problem areas, develop and direct the implementation of policy decisions and practices to improve operations.

Understand and interpret to others the aims, concepts, principles and practices of the Health and Human Services Agency.

Coordinate operational activities with other divisions, departments and agencies.

Establish and maintain effective working relationships with administrative, medical and non-medical staff, personnel from other agencies and departments and the general public.

Prepare clear and concise administrative and technical reports.

Express ideas effectively in oral and written form.

- Provide after hours, on-call response services to health programs.
- Collect and analyze demographic and other data as required.
- Participate effectively in budget development and analysis.
- Devise and adapt work procedures to meet changing program needs.
- Establish and maintain a cooperative working relationship with others.
- Coordinate treatment and in-service training programs.
- Prepare and present clear and concise reports, instructions and correspondence.
- Develop and evaluate program policies and procedures and implement them as they are approved.
- Use a computer for general business functions.
- Deal effectively with manipulative, hostile and anti-social behaviors.
- Respond effectively in emergency and stressful situations.
- Make effective, reasonable and responsible decisions in emergencies and take appropriate action.
- Deal firmly and fairly with patients and demonstrate tact and diplomacy.
- Identify alcohol, drug and street drug related symptoms and behaviors.
- Oversee the maintenance of medical records and legally interpret medical records.
- Apply first aid and CPR which requires stamina and coordination.
- Stand and walk for long periods of time.
- Lift objects weighing up to 16 pounds, such as an emergency bag, portable oxygen tank, and medical cardex files.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of supervisory or administrative experience in nursing, including one year of experience in program development and evaluation. For the position managing Public Health these three years must be in a public health setting.

Training:

A master's degree in Nursing Administration or Public Health Administration may substitute for one of the three years of required supervisory or administrative experience. Possession of one of these master's degrees is highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Registered Nurse License issued by the State of California.
Possession of a California Public Health Nursing Certificate.
Possession of a valid California Drivers License.

BACKGROUND INVESTIGATION

Fingerprinting and background investigation are required.