

#### SUPERVISING PUBLIC HEALTH NURSE SERIES

Class Code	Class Title
4188	Supervising Public Health Nurse I
4189	Supervising Public Health Nurse II

#### DEFINITION

Under direction, to supervise, coordinate and evaluate the activities of a public health nursing unit, or one or more clinical services or specialized program(s); to participate in the planning, implementation and evaluation of public health programs and services; and to perform other work as required.

#### CLASS CHARACTERISTICS

Positions in this series supervise and evaluate the work performed by nurses, paraprofessionals, and support services staff in a public health setting.

##### Supervising Public Health Nurse I

Incumbents in this class typically supervise journey-level nursing staff who provide primary care and case management services, and are responsible for supervising case management and clinical services, coordinating problem resolution and ensuring the quality of service provided by staff.

##### Supervising Public Health Nurse II

Positions at this level are responsible for supervising and coordinating the delivery of public health nursing services in professional nursing unit(s) or clinical service(s) providing specialized or highly sensitive services with a County-wide impact OR unit(s)/clinic(s) where the services provided are highly complex and varied. Incumbents at this level are required to act with considerable independence and access to higher level medical staff may not be readily available. Incumbents are expected to possess a broad range of nursing knowledge and expertise in order to supervise a subordinate staff which includes positions with responsibility for complex, varied and/or highly specialized nursing functions. Due to the nature of the services provided, incumbents are required to interact frequently with the community and represent the Health Care Agency's views on a variety of sensitive issues.

#### Examples of Duties

The following duties are typical of those performed by incumbents in this class series. Not all duties listed are necessarily performed by each individual. The levels of complexity and difficulty required in the performance of assigned duties will vary based on the level of the Supervising Public Health Nurse.

1. Plans, schedules, assigns, directs, trains and evaluates the work of nurses and other staff assigned to the unit/clinic.
2. Provides direction and guidance to staff in developing multiple roles of public health nurses in the community and in managing the more difficult or complex cases. Instructs staff on the techniques used to recognize and evaluate various factors (such as language/literacy levels, immigration status, transportation needs, financial status, age, physical handicap, altered mental status, abusive personalities, and lack of effective support systems) which may act as barriers to the provision of needed medical/social services, and to effectively and safely provide nursing services to patients/families from multi-cultural backgrounds.

3. Maintains standards of public health nursing and ensures that services rendered are in compliance with Federal, State and local laws and regulations, and established Health Care Agency policies, procedures and protocols; certifies competency of staff performance, maintains staff's eligibility for licensure, CPR, venipuncture and other nursing procedures requiring continuing certification.
4. Plans, develops, coordinates and evaluates program requirements and objectives; reviews and recommends revisions to program policies, procedures and protocols, and updates manuals to ensure compliance with State requirements and legal mandates.
5. Researches, analyzes and prepares a variety of statistical and narrative reports including grant proposals, program policies and procedures, monthly, quarterly, and annual reports for Federal and State Programs, Advisory Boards, and County and Agency management which are required for compliance with program regulations and budget planning and justification.
6. Attends and participates in a variety of meetings; acts as a consultant in a specialty area by providing medical and legal expertise related to specific programs; exchanges information with community councils and advisory boards and legislative task force groups; works with community groups in advisory and advocacy roles representing the Health Care Agency and its programs; meets with various groups of Federal, State and local representatives.
7. As necessary, provides direct nursing services to patients including crisis intervention, triage and routine patient care.
8. Evaluates clinic site utilization; coordinates donated space agreements between the County and various public and private agencies; acts as building manager at clinic sites; evaluates equipment needs and maintenance; maintains fixed asset inventory.
9. Conducts required utilization reviews of nursing records and quality assurance audits; prepares for and conducts field visits in conjunction with State nursing consultants.
10. Acts as preceptor by providing clinical experience and professional expertise to agency staff and nursing students; provides opportunities for students of other disciplines to observe public health nursing operations; provides specific program orientation to nurses, students and instructors.
11. Reviews billing and correspondence from Medi-Cal, Medi-Care, CCS and private insurance sources for nursing services provided and makes corrections as needed to ensure timely and accurate submission of bills.
12. Completes Treatment Authorization Requests for inpatient and outpatient care of patients as necessary.
13. Coordinates epidemiological investigations and analysis.
14. Ensures that a multidisciplinary team approach is utilized to provide coordinated services to patients and their families.

#### MINIMUM QUALIFICATIONS

Licenses/Certificates Required - Both Levels

Possession of a valid Registered Nurse License issued by the California Board of Registered Nursing.

AND

Possession of a valid certificate as a Public Health Nurse issued by the State of California Department of Health.

Education/Experience

Supervising Public Health Nurse I

Two years of experience as a licensed/certified Public Health Nurse in any agency providing general public health nursing services. A Master's Degree in Nursing or Public Health may be substituted for one year of the general experience.

#### Supervising Public Health Nurse II

Three years of experience as a licensed/certificated Public Health Nurse in any agency providing general public health nursing services. A Master's Degree in Nursing or Public Health may be substituted for one year of the general experience.

#### Thorough Knowledge of

Principles and techniques of effective supervision.

Ability to

(Both Levels)

Plan, develop, coordinate and evaluate program requirements and objectives, and the work of staff assigned to the unit/clinic.

Establish and maintain effective working relationships with other programs, agencies and the general public.

(II Level)

Act with considerable independence to analyze situations accurately and take effective action.

Supervise a subordinate staff which includes positions with responsibility for complex, varied and/or highly specialized nursing functions.

Interact with the community and represent the Health Care Agency's views on a variety of sensitive issues.

JCA:smb