

SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve responsibility for the supervision of nursing services and nursing practices within an assigned functional or geographic area to assure the safe, effective, and efficient conduct of public health nursing programs in homes, clinics, schools, and other community facilities. The work is performed under the general supervision of the Director of Patient Services. General supervision is exercised over Public Health Nurses, Registered Professional Nurses, and others assigned to carry out health care plans. A Supervising Public Health Nurse does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises nursing practice to insure a high quality of professional service;
- Oversees the planning, implementation, and coordination of individual health care arrangements;
- Assists in the planning, implementation, and evaluation of agency nursing programs;
- Assists in the planning and conducting of training programs for nursing staff;
- Participates in surveys, studies, and research in the field of public health;
- Oversees the scheduling of nursing staff in order to insure availability of emergency and weekend care;
- Reviews and prepares records and appropriate reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of current nursing practice and supervision; good knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; skill in the application of nursing procedures and techniques of patient care; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships; ability to communicate effectively; ability to accept and utilize guidance; ability to perform duties in accordance with ANA Code for Professional Nurses; acceptable physical and mental health to carry out the responsibilities of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered four year college or university with a Master's degree in Nursing and possession of a license and current registration to practice as a Registered Nurse in New York State and one year of experience as a Public Health Nurse;

OR

- B) Graduation from a regionally accredited four year college or university with a Bachelor's degree in nursing and possession of a license and current registration to practice as a Registered Nurse in New York State and two years experience as a Public Health Nurse.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a New York State Driver's License.

(Minimum qualifications as required by the Sanitary Code, Part 11.42, August 1979)

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/67

Revised: 8/20/79