



CLASS SPECIFICATION

Class Code: 60000604
Date Established: 07/1973
Last Reviewed: 05/2025
Last Revised: 05/2025
Last Title Change: 11/2001
FLSA: non-exempt
Probation: 12 months

PUBLIC HEALTH NURSE I

DEFINITION

Under supervision, performs routine professional public health nursing services for the community, individuals and families; provides clinic and home services, patient education, support, and community service referrals; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in nursing from an accredited college or university.

LICENSE OR CERTIFICATE

A valid license to practice as a Registered Nurse in the State of Nevada is required at the time of application and must be maintained for continued employment in this classification.

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

May be required to achieve and maintain valid CPR and First Aid certifications, depending on area of assignment.

DISTINGUISHING CHARACTERISTICS

This is the entry-level in the Public Health Nurse classification series that provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. This level is intended to enable incumbents to learn public health nursing practices, procedures, specific techniques, and applicable regulations. Incumbents are more closely supervised than the Public Health Nurse II as they provide routine public health nursing services.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive training on and provide public health nursing services/education in homes, clinics or adult day care settings by teaching, counseling, assessing and developing case management plans for individuals and families that may include providing nursing care for prenatal, maternity and infant care, family planning, immunization, general child health, special needs children and well-child programs.

Perform individual assessments to detect illness or developmental abnormalities; establish individualized treatment plans and monitor progress, evaluating patient's response to treatment and medications to promote and maintain the health and well being of the client population.

Conduct clinical evaluations, performing STD examinations, microscopy and blood draws, to identify and diagnose infection; inform patients of positive results and begin approved treatment protocols, likewise dispensing medication for specific communicable diseases.

Conduct CLIA waived testing as required; obtain samples for lab testing.

Help families and individuals secure appropriate continuing medical care through planning and coordination of services with other health and social agencies; determine eligibility of individuals requesting health services and provide referrals to appropriate community resources.

Maintain program records and case files by setting up new medical charts; chart and graph the results of treatment and services and write progress notes for client case files; compile patient/client data and prepare reports as requested.

Participate in epidemiological investigations, interviewing infected individuals to determine possible source of infection, recommend treatment, and establish other contacts that a patient may have had to prevent and control the spread of communicable diseases.

May coordinate special clinics.

May assist with developing or writing grants and protocols.

May transport clients in a safe and professional manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Environmental, sociological and psychological problems related to physical and health problems encountered in public health nursing programs.

Current literature and trends in public health nursing.

Current public health principles and practices.

Applicable treatment protocols and guidelines based on the specific case plan.

Community aspects of public health nursing programs, including provision of continuing patient care, home nursing care and clinic services.

Public health education methods.

Scope, functions and activities of public health nursing.

Principles and practices of cultural competency to effectively engage individuals from various socioeconomic, ethnic, and cultural backgrounds.

State and local communicable disease reporting laws and forms.

Local community resources and networks available to assist patients with various health and related problems.

Management information systems and software used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Child and elder abuse and neglect reporting laws and forms.

Substance abuse and its effects on family dynamics.

Ability to:

Provide responsible public health nursing care in an assigned program/area.

Develop and present public health education programs.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Professional nursing principles, practices, methods, and techniques.

Universal precautions and infection control practices, including causes, means and methods of transmission and control of communicable/infectious disease.

Patient assessment techniques, diagnostic procedures, and components of treatment plans.

Theories and principles of human development; including geriatric health, the aging process, maternal and infant health.

Modern medical terminology.

Pharmacology, dose calculations and medication administration.

Ability to:

Exercise independent judgment; analyze and evaluate situations and the consequences of actions.

Interpret and apply protocols, regulations, policies and procedures.

Obtain patient background, medical history and assess health status through the interview process.

Accurately complete forms, charts and records maintained in the area of assignment.

Communicate clearly and concisely, both orally and in writing, tailoring the message to the intended audience.

Write patient progress notes and narrative reports.

Maintain confidential medical and personal patient information.

Operate a personal computer and a variety of software.

Interact effectively and sensitively with and counsel patients from a variety of socioeconomic and cultural backgrounds.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to occasionally lift and move objects weighing up to 25lbs. Ability to use various office equipment including computers, copiers, and telephone. Ability to drive a car. Work is usually performed in a professional office or clinic environment, but may also require frequent travel to private homes, hospitals, and clinics. Ability to operate laboratory and health related equipment, including protective devices such as masks or gloves. Ability to tolerate exposure to high public contact situations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.