



## CLASS SPECIFICATION

Class Code: 0605  
Date Est: 07/1973  
Last Rev: 05/2017  
Last Title Chg: 11/2001  
FLSA: Non-exempt  
Probation: 12 months

### PUBLIC HEALTH NURSE II

#### **DEFINITION**

Under general supervision, performs 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 AND two years of public health nursing experience.

#### **LICENSE OR CERTIFICATE**

A valid license to practice as a Registered Nurse in the State of Nevada is required at the time of appointment.

A valid driver's license is required at the time of appointment.

Must obtain Office Lab Assistance Certificate within 3 months of appointment, depending on area of assignment

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

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the Public Health Nurse classification series. It is distinguished from the Public Health Nurse I by its ability to complete assignments independently. An incumbent receives little supervision in providing public health nursing services. It is distinguished from Public Health Nurse Supervisor by a lack of supervisory responsibility.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

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

Provide public health nursing services/education in homes, clinics or adult day care setting 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, well-child programs or geriatric individuals.

Perform skilled nursing, making individual family assessments to detect illness or developmental delays; establish and carry out individualized nursing care plans; monitor progress, evaluating patient's response to treatment and medications to promote and maintain the health and well-being of the client.

Coordinate clinical or program activities by planning and organizing activities of an assigned program area(s), including coordinate assignments of other professional, nursing and paraprofessional staff, orient staff to department policies and procedures, liaison between staff nurses and physicians; participate in program development and modification, evaluating activities, implementing and recommending procedural changes.

Participate in the prevention and control of communicable disease through epidemiological follow-ups of infected individuals; interview to determine possible source of infection, identify contacts, initiate identification testing, establish treatment and instruct in appropriate hygiene and disease prevention.

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 and moderate complexity testing as required.

Obtain samples for lab tests.

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.

Provide in-service education to nursing staff, health providers and others in medical procedures and protocols used in area of assignment; prepare and conduct health education classes for the community to promote improved health and well being of the client population.

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; review client health/medical records, case documentation and reports, education and nursing care plans to ensure compliance with mandated protocols; compile patient/client data and prepare reports as requested.

May coordinate the functions and activities of an assigned clinic or program providing public health/nursing services.

May lead in developing and writing a variety of grants and protocols.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

### **Knowledge of:**

Departmental/divisional policies and procedures.

State and local communicable disease reporting laws and forms.

Current literature and trends in public health nursing.

Current public health principles and practices.

Local, regional and national resources and networks available to assist patients with various health and related problems.

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

Management information systems and software used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Substance abuse and its effects on family dynamics.

Child and elder abuse and neglect reporting laws and forms.

**Ability to:**

Coordinate the staff, functions and activities of a specialty clinic or health program.

Provide comprehensive public health nursing services with minimal guidance and supervision.

Train nursing staff and others in procedures and protocols of assigned program area(s).

Develop and present public health education programs.

Maintain cooperative relationships with the public, other professionals, agencies and the community at large.

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

**Knowledge of:**

Principles and practices of nursing as applied to public health services, preventive medicine and sanitation.

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

Child abuse and neglect reporting laws and forms.

Scope, functions and activities of public health nursing, including community aspects of public health nursing programs, provision of continuing patient care, home assessment, home nursing care and clinic services.

Public health education methods, including the promotion of health and well-being.

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

Modern medical terminology.

Current literature and trends in public health nursing.

Current public health principles and practices.

Pharmacology, dose calculations and medication administration.

**Ability to:**

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

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

Interpret and apply protocols, regulations, policies and procedures.

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

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

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.

Testify in court as required.

Write patient progress notes, care plans and narrative reports.

Maintain confidential medical and personal patient information.

Operate a personal computer.

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 work in a standard or mobile office environment and/or clinical setting. Ability to lift and move objects weighing up to 25 lbs. Ability to use standard office equipment including computers, copiers, telephones, and fax machines. 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.*