



CLASS SPECIFICATION

Class Code: 60019200
Date Established: 07/2022
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: exempt
Probation: 12 months

SENIOR PUBLIC HEALTH NURSE

DEFINITION

Under general supervision, leads or supervises and performs a full range of professional public health nursing services; coordinates activities for assigned program areas; assists with program and procedure development; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

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

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

DISTINGUISHING CHARACTERISTICS

This is the senior level in the Public Health Nurse class series. This class is distinguished from Public Health Nurse I and II by lead and/or supervisory responsibility and duties related to program coordination and development.

SUPERVISION EXERCISED

May exercise direct supervision over professional and support staff.

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

Coordinate activities for assigned program to include leading community outreach efforts and ensuring grant deliverables are being met in a timely and efficient manner.

Participate in program development to include evaluating program activities and processes; developing and revising policies and procedures; recommending and implementing programmatic improvements.

Represent assigned program to internal and external stakeholders; provide program specific technical assistance to community partners and providers.

Participate in competency development and evaluation to ensure staff are performing duties in compliance with all applicable protocols and regulations.

Develop and implement training processes for nursing staff; review existing practices to identify and correct training gaps.

Lead and develop grant applications to be submitted to funding entities for consideration; maintain required records and reporting to ensure compliance with funding requirements.

Assist with budget monitoring for assigned program.

Supervise assigned professional and support staff including, coaching and mentoring, training, work assignments and review, providing input on performance appraisal and discipline..

Perform any and all of the Examples of Duties found in the Public Health Nurse II job class specification.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Federal, state and local laws, statutes, regulations, policies and procedures pertaining to the operations of the Health District.

Organizational structure of the Health District and Washoe County government.

Principles and practices of grant application process and administration.

Management information systems and software used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Ability to:

Select, supervise and evaluate the performance of assigned staff.

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:

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

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

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

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

Public health education methods.

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

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.

Pharmacology, dose calculations and medication administration.

Child and elder abuse and neglect reporting laws and forms.

State and local communicable disease 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.

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

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.