



CLASS SPECIFICATION

Class Code: 0604
Date Est: 07/1973
Last Rev: 05/2017
Last Title Chg: 11/2001
FLSA: non-exempt
Probation: 12 months

PUBLIC HEALTH NURSE I

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.

LICENSE OR CERTIFICATE

A valid license to practice as 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 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. If the requisite proficiency is not demonstrated during the probationary period, an incumbent will not be retained.

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 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.

Assist with planning and organizing special program areas or special clinics by recommending procedural changes based upon professional experience and expertise.

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 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.

Provide in-service training to nursing staff and others in medical procedures and protocols used in area of assignment, provide assistance as necessary, and review case documentation and reports to ensure compliance with mandated protocols.

May coordinate special clinics.

May assist with developing or writing 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.

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.

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 comprehensive public health nursing services with minimal guidance and supervision.

Develop and present public health education programs.

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

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

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 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.

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

Public health education methods.

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.

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.

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.

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 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.